



**SPECIAL MEETING OF
BELMONT CITY COUNCIL
TUESDAY, JULY 8, 2014, 6:00 P.M.
ONE TWIN PINES LANE, BELMONT, CA
and
Radisson Blu Hotel
Lange Straße 40, D-18055 Rostock
Germany
(Teleconference location of Mayor Lieberman)**

AGENDA

NOTICE IS HEREBY GIVEN of a Special Meeting called by Mayor Lieberman pursuant to Government Code Section 54956 for the following items:

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 650/595-7413. The speech and hearing-impaired may call 650/637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Third Floor Conference Room

1. ROLL CALL

2. PUBLIC COMMENTS

This is the public's opportunity to address the City Council on the item that will be considered in the Closed Session.

3. ADJOURN TO CLOSED SESSION TO CONSIDER:

- A. Conference with Labor Negotiator, Greg Scoles, pursuant to Government Code Section 54957.6: BPOA (Belmont Police Officers Association)

City Council Chambers

4. CONVENE STUDY SESSION

(open to the public and televised and webstreamed)

- A. Study Session to review the General Plan Housing Element 2015-2023 update and consider the 2013 Housing Element Progress Report

ACTION:

1. Receive this informational report and Study Session presentation; and,
2. Receive feedback/comments from the public; and,
3. Direct staff to proceed with the Housing Element Implementation and Update Schedule, as proposed; and,
4. Consider the 2013 Housing Element Progress Report, and direct transmittal to State agencies.

ADJOURN TO REGULAR MEETING



STAFF REPORT

Meeting Date: July 8, 2014

Agenda Item #

Agency: City of Belmont

Staff Contact: Jennifer Rose, Finance Department, (650) 595-7453, jrose@belmont.gov
Carlos deMelo, Community Development, (650) 595-7440, cdemelo@belmont.gov

Agenda Title: Study Session to review the General Plan Housing Element 2015-2023 update and consider the 2013 Housing Element Progress Report

Agenda Action: Study Session and Direction

Recommendation

It is recommended that the City Council:

1. Receive this informational report and Study Session presentation; and,
2. Receive feedback/comments from the public; and,
3. Direct staff to proceed with the Housing Element Implementation and Update Schedule, as proposed; and,
4. Consider the 2013 Housing Element Progress Report, and direct transmittal to State agencies.

Background

The General Plan Housing Element for 2007-2014 was adopted in July 2010 (amended January 2011). The Housing Element is a regulatory tool that establishes goals and policies to address the City's housing needs today and in the future. The State of California requires all cities and counties to assess, every seven years, whether they are providing their fair share of housing units by updating their Housing Element. The Housing Element must provide opportunities for housing development, through zoning or other means, to accommodate both local and regional housing needs, including opportunities for low and very-low income households.

Housing Element law requires local governments to adequately plan to meet their existing and projected housing needs, including their fair share of the regional housing need as determined by a regional planning agency (such as the Association of Bay Area Governments, or ABAG). Housing Element law is the State's primary market-based strategy to increase housing supply, affordability and choice. The law recognizes that in order for the private sector to adequately address housing needs and demand, local governments must adopt land use plans and regulatory frameworks that do not unduly constrain housing development.

Analysis

In order to adequately update the Belmont Housing Element, it is first necessary to evaluate the following questions:

1. What progress was made during the previous planning period (2007-2014) towards housing production and program implementation?
2. What are the emerging housing trends and issues that should be addressed for the forthcoming planning period (2015-2023)?

3. What goals and programs should the City include in the updated Housing Element that will address the City's need and the emerging housing trends?

This study session and presentation (see attachment A) serves as an opportunity for both the City Council and the public to receive information related to these three primary questions. It is also an opportunity to provide feedback and direction on goals and policies that will shape the City's housing development efforts moving forward.

2013 Housing Element Progress Report

Each year, the City of Belmont is required to prepare an annual progress report on the status of implementing the General Plan Housing Element and submit the report to the State Department of Housing and Community Development (HCD). Using a report form provided by HCD, the annual report provides a snapshot of housing unit production across affordability levels, and provides an update on housing program implementation. The annual report must be considered by the Council at a public meeting, and the City should receive any public comments. The 2013 Belmont Housing Element Progress Report is included as Attachment B.

There are several required zone text amendments that the City of Belmont must complete in order to comply with state housing law, and in order to qualify for expedited review of the 2015-2023 Housing Element with HCD. These actions are summarized in the study session presentation.

Planning Commission Study Session – June 17, 2014

The Planning Commission held a study session on June 17, 2014 to review the Housing Element update process and the forthcoming implementation actions. The Planning Commission provided initial feedback on Belmont's housing trends and the proposed goals for the upcoming planning period (2015-2023). During the public comment period, a representative from the Peninsula Interfaith Action group spoke in support of Belmont's proposed Housing Element update and in support of several proposed housing programs.

Housing Element Update Schedule

In order to ensure timely adoption of the 2015-2023 Housing Element, staff has worked with the 21 *Elements* support staff to generate a Housing Element update schedule. A schedule graphic with proposed meeting dates is provided in the study session presentation (Attachment A). The schedule includes actions by both the Planning Commission and City Council. It is recommended that the City Council direct staff to implement the schedule, as proposed.

Alternatives

1. Provide alternative direction to staff.
2. Take no action.

Attachments

- A. Belmont 2015-2023 Housing Element Study Session Presentation
- B. 2013 Housing Element Progress Report
- C. Belmont Housing Newsletter – June 2014
- D. Key Housing Trends in San Mateo County, a report by *21 Elements*

Fiscal Impact

- ☒ No Impact/Not Applicable
- ☐ Funding Source Confirmed:

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☒ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

* General Plan Housing Element 2007-2014



Belmont Housing Element 2015-2023

City Council Study Session

July 8, 2014

Jennifer Rose, Management Analyst
Carlos deMelo, Community Development Director

Study Session Agenda

☐ Housing Element 101

☐ 2007-2014 Housing Element

- 2013 Housing Element Progress Report: How are we doing?
- Summer 2014 Required Zoning Actions

☐ Current Housing Data

- Current Housing Trends in Belmont & San Mateo County

☐ 2015-2023 Housing Element

- Goals & Program Highlights

☐ Housing Element Update Schedule 2014

☐ Questions/Feedback

Housing Element 101



WHAT is a Housing Element?

The General Plan Housing Element is a goals & policy document that enables Belmont to address housing needs today and in the future. The Housing Element is updated approximately every eight years.

WHEN must the Housing Element be updated?

The 2015-2023 Housing Element for must be adopted by October 2014. Belmont is fortunate to have a recently completed Housing Element (certified January 2011) and does not expect to make substantial policy changes.

WHY do we need a Housing Element?

The State of CA mandates that Belmont adequately plan to meet its existing and projected housing need, including its share of the Regional Housing Needs Assessment (RHNA) as determined by ABAG. ABAG has determined that Belmont's share of that need for the forthcoming planning period is 468 housing units.

2007-2014 Housing Element Annual Progress Report (2013)

Regional Housing Needs Allocation (RHNA) Progress Permitted Units Issued by Affordability

		2007	2008	2009	2010	2011	2012	2013	2014*	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8		
Very Low	91										91
Low	65										65
Moderate	77			2				1	1	4	73
Above Moderate	166	2	5	4	2	3	1	8	2	27	139
Total RHNA assigned to Belmont for 2007-2014	399										
Total Units ▶ ▶ ▶		2	5	6	2	3	1	9	3	31	
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶											368

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

* Through June 2014

2007-2014 Housing Element

Annual Progress Report (2013)

Housing Program Highlights

- **CODE ENFORCEMENT** program assures quality and safety of housing stock.
- **SITE ACQUISITION/CONSOLIDATION** using former RDA Housing Funds.
- Participation in County-wide **AFFORDABLE HOUSING NEXUS STUDY**
- **BELMONT VILLAGE PLAN** and **DOWNTOWN REVITALIZATION**
- **FIREHOUSE SQUARE** Exclusive Negotiating Agreement
- **2ND DWELLING UNITS**
- **NON-PROFIT ASSISTANCE** to HIP Housing
- Participation in Housing Endowment and Regional Trust (**HEART**)
- Zone Text Amendments to **PROTECT SPECIAL NEEDS GROUPS**
- **GENERAL PLAN UPDATE**

2007-2014 Housing Element Implementation

- Nine (9) Zone Text Amendments must be completed prior to adoption of 2015-2022 Housing Element.
- Consequences if not completed include more strict update requirements (every four years instead of every eight), limited access to funding opportunities, and potential lawsuits.
- Ordinance & Zone Text Amendments will be presented & reviewed in July/August 2014.

2007-2014 Housing Element Implementation

Program 3.6 <i>Emergency Shelters</i>	To comply with State law (SB 2), create an overlay zone which permits EMERGENCY SHELTERS by right.
Program 4.1 <i>Special Needs Housing</i>	<ul style="list-style-type: none">• Define RESIDENTIAL CARE FACILITIES, permit facilities with six or fewer persons by right in residential zones, indicate zones where 7+ person facilities are permitted.• Ensure TRANSITIONAL AND SUPPORTIVE HOUSING is defined and treated the same as any other residential use in R-zones• Update the Definition of FAMILY to comply with State Law• Add definitions for APARTMENT HOTEL and SRO (Single Room Occupancy)• Delete R-5 RESIDENTIAL ZONING DISTRICT, permitting all uses for R-5 in the R-4 District (No R-5 property within city limits)

2007-2014 Housing Element Implementation

Program 4.3 <i>Density Bonus</i>	Amend the zoning ordinance to increase the maximum DENSITY BONUS allowed to 35% to comply with State law (SB 1818).
Program 5.2 <i>Housing for the Disabled</i>	Adopt a REASONABLE ACCOMODATION ORDINANCE that would provide a streamlined review and approval procedure by which individuals with disabilities can request relief from strict application of the City's Zoning Ordinance.
Program 6.4 <i>Water & Sewer Services</i>	Adopt Priority Procedures for Providing WATER AND SEWER Service to Affordable Housing Developments

Current Housing Trends in San Mateo County

FINDING 1. The Millennial Generation's preferences will increasingly define the housing market in the coming decade.

FINDING 2. As baby boomers age, there will be a “silver tsunami.” Ensuring safe, desirable options for aging seniors will require advance planning.

FINDING 3. San Mateo County has a severe workforce housing shortage caused by years of rapid economic growth and slow housing growth. This trend is made worse by the increasing number of lower-income jobs.

FINDING 4. San Mateo County has an increasingly diverse population and the housing stock will need to meet the needs of these residents.

Current Housing Trends in San Mateo County

Belmont Key Findings

- Consistent with San Mateo County (Millennials, Seniors)
- January 2013 population at 26,316; projected 2030 population at 28,100.
- 11,037 total housing units.
- Primarily single-family detached houses, 60% of households live in owner-occupied homes.
- Almost one third of Belmont's households are lower-income.
- For-sale housing prices are rising rapidly (17% in past year) and are unaffordable to many households.
- Many households overpaying for housing.

Housing Element 2015-2022

Goals to Address Findings

Goal 1 Housing and Neighborhood Conservation: Assure the quality, safety, and livability of existing housing and the continued high quality of residential neighborhoods.

Goal 2 Housing Production: Facilitate the development of a variety of housing types at appropriate locations.

Goal 3 Housing Assistance: Expand and protect housing opportunities for all economic segments and special needs groups within the community.

Housing Element 2015-2022

Goals & Programs to Address Findings

Goal 4 Removal of Government Constraints: Where appropriate, mitigate unnecessary governmental constraints to the maintenance, improvement, and development of housing.

Goal 5 Fair and Equal Housing Opportunity: Ensure fair and equal housing opportunity for all persons regardless of race, religion, sex, marital status, family type, ancestry, national origin, color or other protected status.

Goal 6 Conservation of Resources: Promote the conservation of natural resources throughout the Belmont community.

2014 General Plan Update

In addition to updating the Housing Element, Belmont is moving forward with a comprehensive General Plan update that will include the following Elements:

- **Land Use**
- **Belmont Village**
- **Circulation & Mobility**
- **Noise**
- **Conservation**
- **Safety**
- **Parks & Open Space**



Plus a program level
Environmental Impact Report

Belmont Village Plan

➤ Belmont Village Zoning Regulations

- Implements the Goals and Policies outlined in the Belmont Village Element. Embodies form based zoning principles.
- Replaces the Downtown Specific Plan.

Status: Working Draft Prepared.

➤ Belmont Village Design Guidelines

- Clear requirements for high quality architectural/design elements for new development.

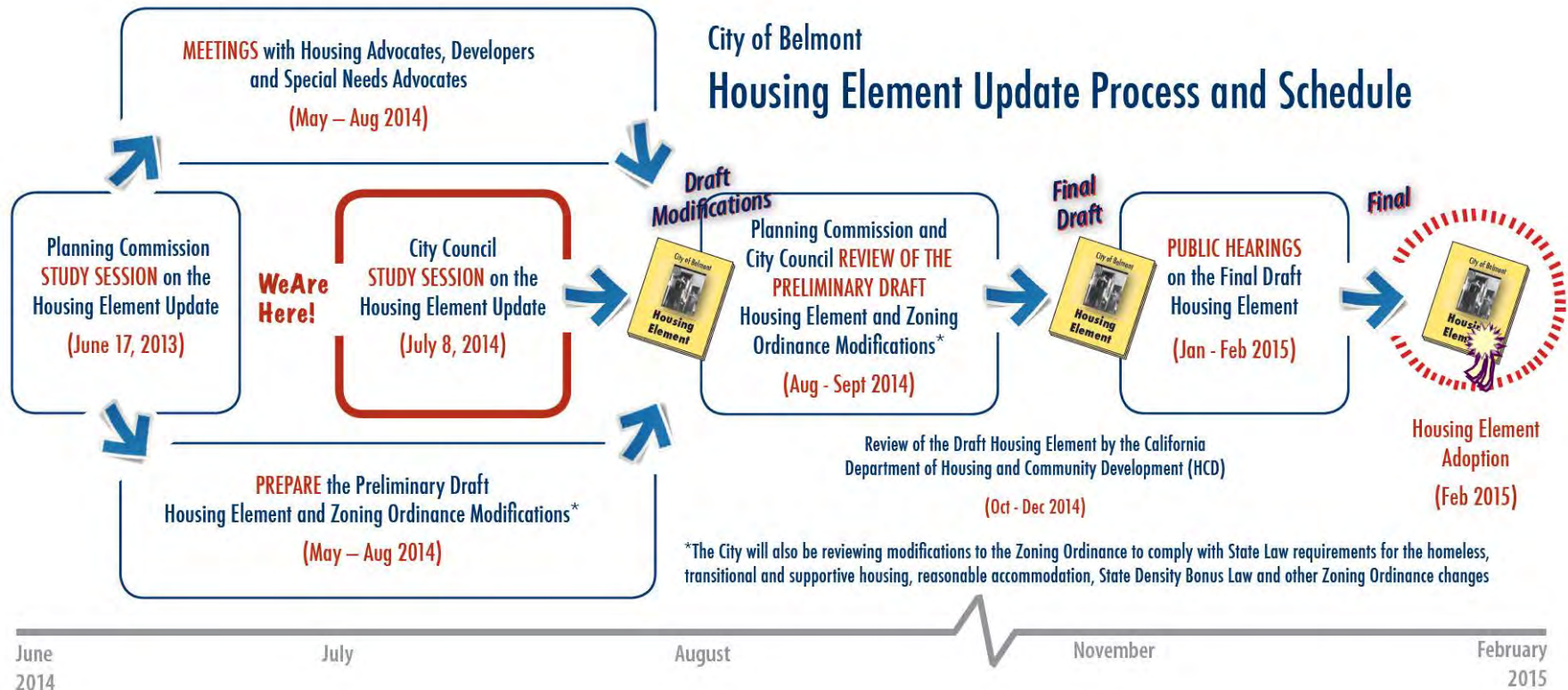
Status: Working Draft Prepared.

➤ Belmont Village Implementation/Specific Plan

- Based on ECHO II Belmont Case Study: Capital investments strategies, shared infrastructure opportunities, development feasibility study, etc.

Status: Grant Funding Awarded

Housing Element Update Schedule



Questions/Feedback



ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction BELMONT, CA

Reporting Period 1/1/2013 - 12/31/2013

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information						Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions				
1	2	3	4				5	5a	6	7	8	
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.	
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions		
(9) Total of Moderate and Above Moderate from Table A3 ▶▶			1	3	9							
(10) Total by income Table A/A3 ▶▶			0	0	1	3	9					
(11) Total Extremely Low-Income Units*												

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction BELMONT, CA
Reporting Period 1/1/2013 - 12/31/2013

Table A2

Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3

Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0	0	0	1	0	1	1
No. of Units Permitted for Above Moderate	8	0	0	0	0	8	8

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction BELMONT, CA

Reporting Period 1/1/2013 - 12/31/2013

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2007	2008	2009	2010	2011	2012	2013	2014	x	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8			Year 9
Very Low	Deed Restricted	91										91	
	Non-deed restricted												
Low	Deed Restricted	65										65	
	Non-deed restricted												
Moderate	Deed Restricted	77										73	
	Non-deed restricted				2			1	1		4		
Above Moderate		166	2	5	4	2	3	1	8	2		27	139
Total RHNA by COG. Enter allocation number:		399	2	5	6	2	3	1	9	3		31	368
Total Units ▶ ▶ ▶													
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

Review of Belmont 2007-2014 Housing Element Implementing Programs

Housing Element Program Name/Number	Program Description and Objective	Timeframe and Achievements	Program Evaluation and Recommendation
Goal 1 Housing and Neighborhood Conservation: Assure the quality, safety, and livability of existing housing and the continued high quality of residential neighborhoods.			
1.1 Code Enforcement	<p>Continue to implement code enforcement activities.</p> <p>By December 2010, develop an annually-updated information sheet on housing rehabilitation assistance and resources to be publicized as part of the code enforcement process.</p> <p>By December 2011, establish an inventory of code enforcement actions to evaluate trends and solutions.</p> <p>By December 2011, evaluate options for inter-departmental support for code enforcement.</p>	<p>In January 2012 the Code Enforcement program was transferred to the Belmont Police Department. The Code Enforcement officer continues to implement code enforcement activities.</p> <p>The City continues to work with Energy Upgrade CA and the Bay Area Regional Energy Network to promote programs that offer housing upgrade and rehabilitation resources.</p>	<p>The Code Enforcement program has been successful and should be continued during the next planning period.</p>
1.2 Residential Records Report and Inspection Program	<p>By December 2011, begin implementing a two-year pilot Residential Records Report and Inspection Program that would require home sellers to request a permit activity report and home inspection to identify and disclose remodeling projects constructed without permits.</p> <p>By December 2011, establish an Existing Conditions Survey for single-family homes.</p> <p>By June 2014, complete an assessment to determine whether to continue the program.</p>	<p>In October 2009, the Belmont City Council considered this program at a public meeting; at that time the program was met with opposition from both elected officials and members of the community. Program was tabled for future consideration.</p>	<p>This program should be kept for consideration during next planning period; City should commit to review successes and challenges experienced by other Cities on the peninsula.</p>
1.3 Owner-Occupied Home Rehabilitation Program	<p>The City will assist in ten multi-family rehabilitation or repair projects by:</p> <ul style="list-style-type: none"> • Publicizing updated information on the Home Rehabilitation Loan Program by December 2010. • Evaluating the program to encourage participation and considering partnering with the County Department of Housing to market and implement the agency's Owner-Occupied Home Rehabilitation Assistance Program by December 2011. 	<p>Program terminated due to lack of available RDA affordable funds.</p> <p>The City continues to work with Energy Upgrade CA and the Bay Area Regional Energy Network to promote programs that offer housing upgrade and rehabilitation resources.</p>	<p>Eliminate for next planning period.</p> <p>If alternative rehabilitation funding sources existing, the City should work to promote those programs.</p>
1.4 Multi-Family Rehabilitation Program	<p>The City will assist in ten multi-family rehabilitation or repair projects by:</p> <ul style="list-style-type: none"> • Publicizing updated information on and evaluating the program to encourage participation by December 2010. • Considering eligibility of mixed-use or multi-family properties for the program and partnering with the County Department of Housing market and implement the agency's Multi-Family Rehabilitation Assistance Program by December 2011. 	<p>Program terminated due to lack of available RDA affordable funds.</p> <p>The City continues to work with Energy Upgrade CA and the Bay Area Regional Energy Network to promote programs that offer housing upgrade and rehabilitation resources.</p>	<p>Eliminate for next planning period.</p> <p>If alternative rehabilitation funding sources existing, the City should work to promote those programs.</p>
1.5 Condominium Conversion Ordinance	<p>Continue to enforce its condominium conversion ordinance.</p>	<p>The City continues to enforce this ordinance, although there have not been any instances in which it has been necessary.</p>	<p>Continue program for next planning period.</p>

Review of Belmont 2007-2014 Housing Element Implementing Programs

Housing Element Program Name/Number	Program Description and Objective	Timeframe and Achievements	Program Evaluation and Recommendation
1.6	<p>Preservation of Affordable Housing</p> <p>By December 2010, establish a comprehensive program to preserve assisted units.</p> <p>By April 2011, establish a preservation plan for 10 subsidized senior units at Belmont Vista (the affordability contract is set to expire in 2015).</p> <p>By December 2011, streamline and enforce annual reporting of income limits of affordable units.</p> <p>Continue to provide technical assistance to those interested in maintaining the affordability of units at -risk of conversion to market rates and to notify tenants about such conversions as required by law.</p>	<p>Funding for Belmont Vista was extended into 2015; after that the Housing Successor has no funding available to continue supporting these moderate senior units.</p> <p>The City continues to monitor assisted units and ensure that tenants meet income qualifications and that the units remain affordable.</p> <p>The Belmont Housing Successor is currently exploring long term ownership/management opportunities for two affordable unit group homes serving special needs populations.</p>	<p>Long term affordability for City-owned units should continue to be a program goal.</p> <p>The City shall Continue to provide technical assistance to those interested in maintaining the affordability of units at -risk of conversion to market rates and to notify tenants about such conversions as required by law.</p>

Goal 2 Housing Production: Facilitate the development of a variety of housing types at appropriate locations.

2.1	<p>Affordable Housing Development</p> <p>Continue to strategically acquire properties and provide financial assistance to support affordable housing development.</p>	<p>The former Belmont Redevelopment Agency acquired sixteen properties with housing set-aside funds, all of which were successfully transferred to the Belmont Housing Successor. The Housing Successor is preparing an asset disposition plan that will retain certain properties, and sell others for funding to leverage development of more affordable units, particularly within the Belmont Village priority development area (PDA).</p> <p>The City is participating in a San Mateo County-wide affordable housing nexus study with the intent of developing an affordable housing impact fee for future development of affordable housing.</p>	<p>Continue program for the next planning period with the following goals:</p> <ol style="list-style-type: none"> 1. Completion of Nexus Study (January 2015). 2. Development and implementation of Housing Impact Fees for Commercial and/or Residential market-rate development (December 2015); and, 3. Develop an Inclusionary Housing Ordinance (December 2016).
2.2	<p>Affordable Housing Rehabilitation</p> <p>Continue to acquire and/or rehabilitate an average of two existing affordable units per year as well as to ensure ongoing affordability of City- and Redevelopment Agency (RDA)-owned properties.</p> <p>By December 2010, begin contracting with the RDA to manage their affordable units.</p> <p>By December 2011, develop a policy to give priority to public employees to rent or purchase affordable units rehabilitated by the RDA.</p>	<p>Acquisition and rehabilitation of existing units was discontinued due to loss of Redevelopment Agency housing set-aside funds.</p> <p>Belmont Housing Successor continues to own and operate five affordable housing units (One single family residence, 4 multi-family/condo units) and two affordable special needs group homes.</p> <p>Housing Successor's affordable housing program includes a priority ranking system that gives priority to public employees and school district employees in Belmont.</p>	<p>Housing Successor will continue to own and operate Emmett House (2 units).</p> <p>By June 2015, the Housing Successor will develop an LMI real property asset disposition plan for other LMI properties. Funds from disposition of assets shall be used for development of affordable housing (program 2.1)</p>

Review of Belmont 2007-2014 Housing Element Implementing Programs

Housing Element Program Name/Number	Program Description and Objective	Timeframe and Achievements	Program Evaluation and Recommendation
2.3 Economic Development Strategy	<p>By Fall 2010, replace the Downtown Specific Plan zoning with new zoning districts that streamline development and provide comprehensive standards to support mixed-use and high density development, alternative parking strategies, and protection of the economic viability of existing businesses.</p> <p>By Fall 2011, adopt design guidelines, facilitate the development review process, and consider reduced parking requirements for the Villages of Belmont area.</p> <p>By Spring 2012, replace the Downtown Specific Plan with a new Villages of Belmont General Plan Element and consider additional target sites on El Camino Real for mixed-use, higher density, transit-oriented residential development.</p>	<p>In 2010 the City established a citizens advisory committee, comprised of community members and appointed officials, to review and revise the Belmont Village documents. Draft documents have been prepared but not yet adopted, including new zoning regulations and design guidelines. In June 2014 the City Council authorized a service agreement with a consultant to finalize these work products. They are expected to be completed by December 2015.</p> <p>The City of Belmont was selected as a Case Study City for the Grand Boulevard Initiative's Economic and Housing Opportunities (ECHO) II assessment. The findings from that analysis were presented to the Belmont City Council in January 2014 and are being implemented in the completion of regulatory documents for the Belmont Village priority development area.</p> <p>In June 2014 the City Council authorized a service agreement with a consultant for completion of the Villages of Belmont General Plan Element, plus a comprehensive update to the City's General Plan.</p>	<p>Continue program for next planning period as follows:</p> <ol style="list-style-type: none"> 1. Completion of Belmont Village Documents (December 2015) 2. Update General Plan Land Use Element (December 2016) 3. Complete Belmont Village and Land Use Element Program EIR (June 2017) 4. Complete Housing Element Update (January 2015) 5. Belmont Village Implementation Plan (C/CAG PDA Planning Grant Funded) (December 2016) 6. Update Circulation and Mobility Element of General Plan (December 2016)
2.4 Developer Outreach	<p>By December 2010, update and continue to distribute information on the permitting process. Distribute an RFQ for a master developer for the Emmett Square Target Site by December 2010 and for the Belmont Station Target Site by December 2012. Continue to meet with private and nonprofit housing developers about development opportunities and issues.</p>	<p>In October 2013, City executed an Exclusive Negotiating Agreement with Sares-Regis/Firehouse Sq LLC, for development of a mixed-use project, including affordable housing units, on the Firehouse Square properties presently owned by the Belmont Housing Successor.</p>	<p>In the next planning period, the City will seek and obtain a developer for the "North Block" City-owned properties located near Hill Street and El Camino Real (June 2016).</p> <p>The City will continue to work with existing property owners to promote revitalization of key Downtown Belmont properties, consistent with the new Belmont Village documents (Ongoing).</p>

Review of Belmont 2007-2014 Housing Element Implementing Programs

Housing Element Program Name/Number	Program Description and Objective	Timeframe and Achievements	Program Evaluation and Recommendation
2.5 Site Consolidation	<p>By December 2010, establish a unified development area in the Emmett Square Target Site.</p> <p>By December 2012, establish a unified development area in the Belmont Station Target Site, adopt a lot consolidation incentive program, and begin working directly with property owners and affordable housing developers to facilitate parcel consolidation.</p>	<p>In January 2012, the Belmont City Council adopted a resolution designating the entire Belmont Village area as a Priority Development Area (PDA). This PDA is comprised of approximately 65 acres surrounding the Ralston Avenue and El Camino Real intersection and includes previously designated "target sites" like Firehouse Square and Emmett's Plaza, and other North Block properties owned by the Belmont Housing Successor. Rather than an isolated Villages approach, this comprehensive PDA designation allows for the City to engage in more meaning long range planning efforts and to focus resources within the downtown area that has most potential for change.</p> <p>The target Site Strategy emphasized in the previous planning period has been modified to a priority development area based approach, including designation of the Belmont Village PDA. The Belmont Village Implementation Plan, for which C/CAG PDA Planning Program funds have been procured, includes an affordable housing component to determine how best to leverage sale of other LMI assets for development of affordable housing within the PDA.</p>	<p>Revised program actions:</p> <p>Complete the Belmont Village Implementation Plan (December 2016).</p> <p>Adopt a lot consolidation incentive program, and begin working directly with property owners and affordable housing developers to facilitate parcel consolidation (December 2017).</p>
2.6 Second Units	<p>By December 2010, amend the zoning ordinance as necessary to ensure compliance of the second unit policy with State law.</p> <p>By December 2011, establish a committee to review and programs to update second unit policies to encourage the development of legal second units and provide incentives to legalize existing second units.</p>	<p>May 2011 the City Council held a study session to review a 2nd Unit Legalization/Incentive Program. At that time the City Council expressed several concerns about the project, and ultimately decided to table the program to a future date.</p>	<p>By December 2017 the City shall consider a 2nd Unit Amnesty and Legalization Program. The City shall also modify the zoning ordinance to streamline development of 2nd dwelling units.</p>
2.7 Promotion of Small Lot Development	<p>By December 2011, consider development standards revisions and partnerships with affordable housing developers to promote small lot development.</p>	<p>No actions completed.</p>	<p>Continue program for next planning period.</p>
2.8 El Camino Real Transit Corridor	<p>By December 2011, consider modifying the zoning districts along the El Camino Real transit corridor to facilitate mixed-use and diverse housing development.</p>	<p>Draft amendments completed (Belmont Village General Plan Element, Zoning, and Design Guidelines). Documents are expected to be completed by June 2015.</p>	<p>During the next planning period the City shall consider expanding the Belmont Village Zoning modifications to other properties along El Camino Real within the El Camino Real Corridor PDA.</p>

Goal 3 Housing Assistance: Expand and protect housing opportunities for all economic segments and special needs groups within the community.

Review of Belmont 2007-2014 Housing Element Implementing Programs

Housing Element Program Name/Number	Program Description and Objective	Timeframe and Achievements	Program Evaluation and Recommendation
3.1 First-Time Home Buyer Assistance Program	To achieve at least one loan per year, by December 2011, update program marketing materials, begin marketing through the City's website and permit center, and possibly contract with other agencies to manage the program and advance advertising efforts.	The Belmont loan program was discontinued due to lack of RDA housing funds. The City continues its membership with HEART which offers a first-time homebuyer program.	For next planning period the City should explore other Down Payment Assistance programs offered by non-profit agencies and work to distribute that information. (Ongoing)
3.2 Mortgage Credit Certificate	By December 2011, begin actively educating prospective buyers about the program through various means.	No actions.	The City will continue to participate in the MCC program (ongoing).
3.3 Section 8 Rental Assistance	By December 2011, set up a meeting to educate City and County staff about the Section 8 program, begin publicizing the program, and begin encouraging developers and management companies to participate in the Housing Choices Voucher and the Project-based Programs.	The City continues to refer interested members of the public in need of affordable housing to the County Housing Authority and provides information on the Section 8 program to interested residents.	Continue program in next planning period (ongoing).
3.4 Nonprofit Assistance	Continue to provide financial assistance to the HIP Program, Shelter Network, Primrose, and Samaritan House. By December 2011, begin publicizing these programs through various means.	The City Housing Successor has limited funding for financial support of non-profit housing service providers. However, in June 2014 the Housing Successor approved a \$5,000 annual contribution to HIP Housing for two years. Staff has continued to refer interested members of the public to these housing service providers, as appropriate.	Continue program in next planning period.
3.5 Participation in HEART	Continue to participate in HEART and other programs that raise funds for affordable housing. By December 2010, begin publicizing HEART's affordable housing and first-time homebuyers loan programs.	The City continues to participate in HEART via annual membership dues and publicizes HEART's programs.	Continue program in next planning period.
3.6 Emergency Shelters	To comply with State law (SB 2), amend the zoning ordinance and zoning map to create an overlay district which permits emergency shelters by right in C-3 and C-4 zones, subjects emergency shelters to the same standards as other uses in those zones, and has sufficient capacity to meet the City's need. Develop a partnership with Shelter Network to support efforts to house the homeless. All actions to be completed by January 2011.	The Belmont City Council and Planning Commission will consider zone text amendments to comply with this requirement in July and August 2014, with the Ordinance going into effect September 2014. The Belmont Housing Successor no longer has funding available for Shelter Network support.	By June 2015, the City shall meet with Shelter Network staff to determine if there are other opportunities to provide program support during the planning period.

Goal 4 Removal of Government Constraints: Where appropriate, mitigate unnecessary governmental constraints to the maintenance, improvement, and development of housing.

Review of Belmont 2007-2014 Housing Element Implementing Programs

Housing Element Program Name/Number	Program Description and Objective	Timeframe and Achievements	Program Evaluation and Recommendation
4.1 Special Needs and Extremely Low Income Housing	<p>To support housing for the disabled, homeless, and extremely low income households and to comply with State law, amend the zoning code to:</p> <ul style="list-style-type: none"> • include a definition for residential care facilities, permit such facilities with 6 or fewer persons by right in residential zones, and indicate zones where facilities with 7 or more persons are permitted (by December 2011), • ensure that transitional and supportive housing is treated as any other residential use in residential zones (by December 2010), • ensure that the definition of family complies with State law (by December 2010), • add definitions for Apartment Hotel, SRO, and other housing appropriate for extremely low income households (by December 2011), and • remove the R-5 zoning district, permitting all R-5 uses in an alternative district (by December 2011). 	<p>The Belmont City Council and Planning Commission will consider zone text amendments to comply with this requirement in July and August 2014, with the Ordinance going into effect September 2014.</p>	<p>During the next planning period the City shall continue to update the zoning ordinance as needed to comply with state law related to special needs housing groups.</p>
4.2 Transfer of Development Rights	<p>Continue to allow transfer of development rights or floor area within the San Juan Area, and by December 2011, consider the feasibility of allowing development rights to be transferred from hillside areas to the Villages of Belmont.</p>	<p>The City continues to have a TDR program for the San Juan Hills area, which has been used for development of six properties.</p>	<p>By December 2018 the City shall consider modifying the TDR rules to allow development rights to be transferred from the hillside areas to the Belmont Village PDA.</p>
4.3 Density Bonus	<p>By December 2010, amend the zoning ordinance to increase the maximum bonus allowed to 35% to comply with State law (SB 1818). Begin notifying applicants that they are entitled to a 35% density bonus upon Housing Element adoption.</p>	<p>The Belmont City Council and Planning Commission will consider zone text amendments to comply with this requirement in July and August 2014, with the Ordinance going into effect September 2014.</p>	<p>Continue to notify applicants that they are entitled to the 35% density bonus.</p>
4.4 Development Review Process	<p>To streamline development review,</p> <ul style="list-style-type: none"> • ensure compliance with State law by capping the number of days to process permits for CEQA-exempt second and single family units and multi-family units requiring Negative Declarations or EIRs (by December 2010), • adopt design guidelines for single-family and duplex units (by December 2010), and • adopt design guidelines for multi-family and mixed-use projects (by December 2012). 	<p>The City has continued to comply with project processing timeframes for housing development projects.</p> <p>Single Family Residential design guidelines were adopted by the City Council in 2011.</p> <p>Design guidelines for the Belmont Village PDA have been drafted by not adopted.</p>	<p>For the next planning period the City should expand the Belmont Village design guidelines to apply to the entire El Camino Real corridor.</p> <p>Complete Belmont Village Design Guidelines by June 2015.</p>
4.5 Planned Development	<p>Continue to allow Planned Development zoning.</p>	<p>The City has continued to allow the Planned Development projects for unique projects that require special design considerations.</p>	<p>Continue program for next planning period.</p>

Review of Belmont 2007-2014 Housing Element Implementing Programs

Housing Element Program Name/Number	Program Description and Objective	Timeframe and Achievements	Program Evaluation and Recommendation
4.6 Parking	<p>By December 2010, complete a parking study for the Villages of Belmont area in order to determine appropriate parking requirement reductions.</p> <p>By December 2011, begin facilitating shared parking opportunities in the Villages of Belmont area and Unified Development Areas, and consider amending the zoning ordinance to reduce parking requirements for studios.</p> <p>By December 2012, begin evaluating the feasibility of establishing parking districts for public parking structures within the Villages of Belmont.</p>	<p>In 2009 staff completed a parking study of the Ralston Village area and determined that public and street parking is significantly underutilized within the PDA.</p> <p>In 2013, Stanford University students completed a parking utilization study which provided a series of parking related recommendations that are being incorporated into the Belmont Village documents.</p> <p>In January 2014 the City of Belmont submitted a grant application to C/CAG for development of a Belmont Village Implementation Plan that, among other things, would develop district-wide parking strategies that encourage a "park once" mixed-use district.</p>	The second two items are appropriate for the next planning period. Shared parking strategies and opportunities will take several years to implement.
4.7 Multi-Family Development	By January 2013, amend the zoning ordinance to eliminate the conditional use permit requirement for multi-family development in high-density residential zones.	This proposed Zoning Ordinance amendment had mixed political support and opposition during the last planning period, and ultimately was tabled for future consideration.	Subsequent to completion of the Belmont Village Zoning and Design Guidelines, the City shall consider amending the zoning ordinance to streamline multi-family residential entitlement review.

Goal 5 Fair and Equal Housing Opportunity: Ensure fair and equal housing opportunity for all persons regardless of race, religion, sex, marital status, family type, ancestry, national origin, color or other protected status.

5.1 Fair Housing Program	By December 2010, begin publicizing the Peninsula Conflict Resolution Center programs and consider providing funds to other fair housing nonprofits, such as Project Sentinel.	While the Belmont Housing Successor is no longer able to commit financial resources to PCRC, the City does still refer members of the public when necessary.	Continue program for next planning period.
5.2 Housing for the Disabled	Continue working with and supporting the Center for Independence of the Disabled. By December 2010, begin publicizing housing opportunities for the disabled, and adopt a reasonable accommodation ordinance.	The Belmont City Council and Planning Commission will consider zone text amendments to comply with this requirement in July and August 2014, with the Ordinance going into effect September 2014.	Continue to market and promote the reasonable accommodation ordinance during the next period.

Goal 6 Conservation of Resources: Promote the conservation of natural resources throughout the Belmont community.

6.1 Promote Energy Conservation	<p>By December 2010, begin including information about PG&E, State, and Federal programs in the list of residential energy conservation programs. By December 2011, begin publicizing these programs through other means.</p> <p>By December 2013, review the zoning ordinance to improve solar access provisions.</p>	The City has worked with Energy Upgrade California and Bay Area Regional Energy Network (BayREN) to promote their energy conservation programs and to distribute information to Belmont residents.	<p>Continue program for next planning period.</p> <p>The zoning ordinance shall be amended to improve solar access provisions by December 2018.</p>
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Review of Belmont 2007-2014 Housing Element Implementing Programs

Housing Element Program Name/Number	Program Description and Objective	Timeframe and Achievements	Program Evaluation and Recommendation
6.2 Support On-Site Alternative Energy Generation	By December 2012, adopt guidelines to encourage on-site solar energy systems, providing information about solar energy systems and financial resources at the permit center, and considering using City solar farms as demonstration projects.	Information related to on-site solar energy systems is distributed by the City Building Official. Streamlined permit review is available for photo-voltaic installations.	The City shall collaborate with adjacent jurisdictions to consider a community solar bulk purchase program (2014).
6.3 Promote Water Conservation	By December 2012, adopt guidelines to encourage low-water landscape and begin providing informational brochures on drought-resistant and low-water landscaping options.	The Public Works Department continues to work to comply with the Regional Water Permit which requires water conservation strategies and on-site dissipation designs for new development. Drought-resistant landscaping is required for new landscape plans, though no formal requirement has been adopted.	In the next planning period the City shall work to prepare informational pamphlets for distribution to the public (December 2015).
6.4 Adequate Water and Sewer Services	Within one month of Housing Element adoption, deliver the Element to the Mid-Peninsula Water District and South Bayside System Authority. By December 2010, adopt an ordinance to grant water and sewer service priority to developments with affordable housing.	The Housing Element was delivered to the Mid-Peninsula Water District and South Bayside System Authority. A water and sewer priority policy will be considered by the City Council and Planning Commission in July and August 2014.	The City shall continue to implement the water and sewer priority policy for affordable housing development.
6.5 Update the General Plan	By December 2011, update the General Plan to integrate land use and transportation planning.	In June 2014 the City Council authorized a service agreement for preparation of the following: 1. Belmont Village Documents (Zoning and design guidelines) 2. City General Plan 4. Program EIR for General Plan	Continue program for next planning period, with all goals completed by December 2017.



Summer 2014

Housing Element Update

The Belmont Housing Element is one of the sections (or elements) of the City of Belmont General Plan. It contains background information assessing housing needs in your community and sets forth goals, policies and implementing programs to address community needs.

Help Us Improve on the Successes of the Belmont Housing Element

During the 2007 to 2014 planning period, Belmont was faced with several important housing issues: (1) providing housing affordable to all segments of the population; (2) preserving and improving the quality of the housing stock; (3) providing adequate residential sites to accommodate the City's future housing needs; and, (4) achieving a balance between employment and housing opportunities.

The City worked to address these issues through a series of goals, policies and practical programs, all consistent with the City's Vision Statement. Below are some of these accomplishments:

Updating Regulatory Documents

The City of Belmont is working to update key elements of the General Plan, and has prepared new Zoning regulations and Design Guidelines that will allow for increased housing development within the City's Priority Development Area (PDA) which consists of approximately 65 acres surrounding the Caltrain station at the intersection of Ralston Avenue and El Camino Real. Updating the City's regulatory framework will facilitate transformation of Downtown Belmont to a thriving commercial and residential activity node.

Economic and Housing Opportunities Case Study

In 2011, the City of Belmont was



City Council Study Session City of Belmont Housing Element Update

July 8, 2014 — 6:15 p.m.

**Belmont City Hall
City Council Chambers
One Twin Pines Lane, 2nd Floor
Belmont, CA 94002**

Your involvement in the 2015-2023 Housing Element Update is important. You can learn more and keep informed by going to the City's website at www.belmont.gov/housingelement

selected as one of four case study cities to participate in an Economic and Housing Opportunities ("ECHO") Assessment offered through the Grand Boulevard Initiative. The findings and recommendations of the ECHO II study have provided the City with a detailed analysis of its existing and proposed regulatory framework, and enabled the City to develop a comprehensive downtown revitalization action plan. One of the key findings from this case study was the need for additional housing in downtown Belmont.

Need for Affordable Housing



Due to high housing costs in San Mateo County, many families spend more than the recommended 30 percent of their income on housing. Just under half of Belmont residents making under \$75,000 annually are overpaying

for housing. Almost all of the lowest income renters, those making under \$35,000, are overpaying on rent. These high costs are a particular burden for seniors, young families and lower income workers or others with special needs. People paying more than 50 percent of their income are especially vulnerable to housing displacement.

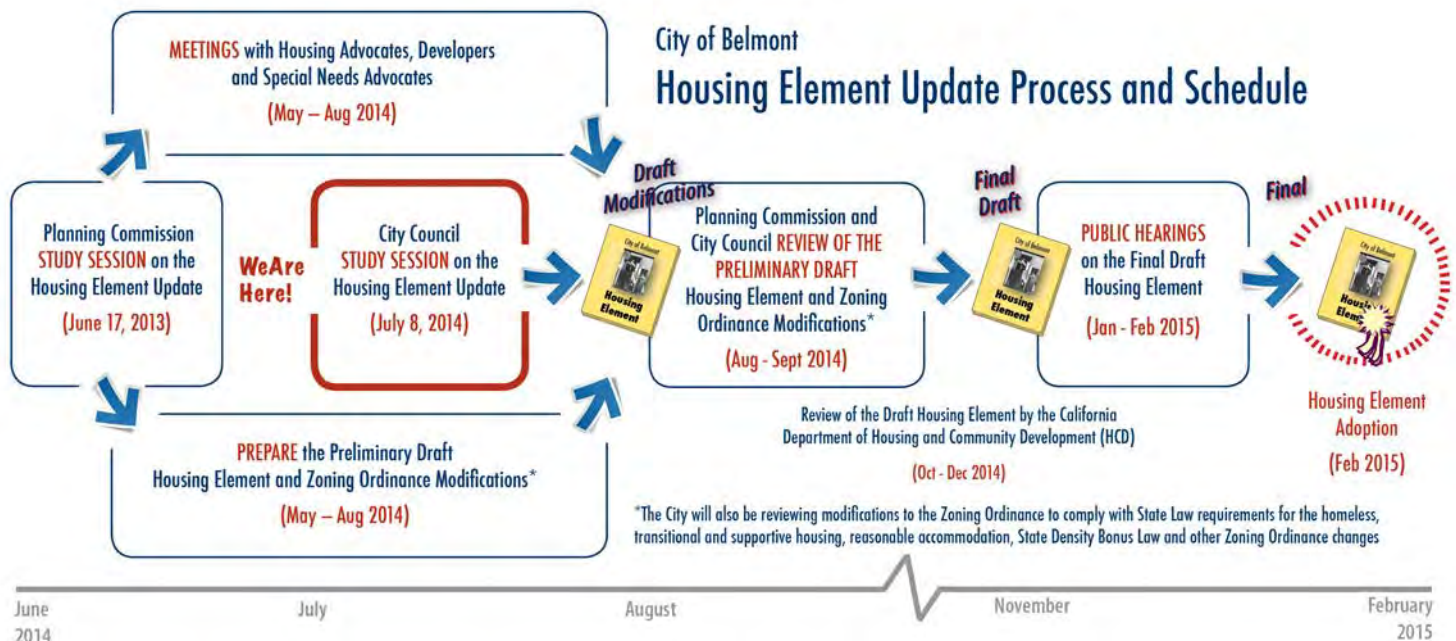
The tables on the next page illustrate salaries of various local jobs and average rents and sales prices in Belmont in 2013. Between 2014 and 2022, Belmont is required by State law to provide the opportunity for a total of 468 housing units to be built and affordable at the income levels listed in the last table. These numbers were derived through a process involving all 21 jurisdictions in San Mateo County and is referred to as the City's Regional Housing Needs Allocation (RHNA) for the 2015-2023 Housing Element planning period.

Adequate workforce housing is often an important consideration for local businesses as well. So having quality, affordable housing choices for all members of the community is crucial to the well-being of Belmont's residents and to the local economy.

BELMONT SNAPSHOT

Belmont	County
Population (2013)	
26,316	735,678
Housing Units (2013)	
11,037	272,477
Vacancy Rate (2013)	
4.1%	4.9%
Persons Per Household (2013)	
2.40	2.80
Local Jobs (2010)	
8,180	345,200
Projected Local Jobs (2040)	
10,450	445,080
Projected Households (2040)	
11,790	315,090
Projected Housing Units (2040)	
12,150	326,070
Projected Population (2040)	
29,800	904,430

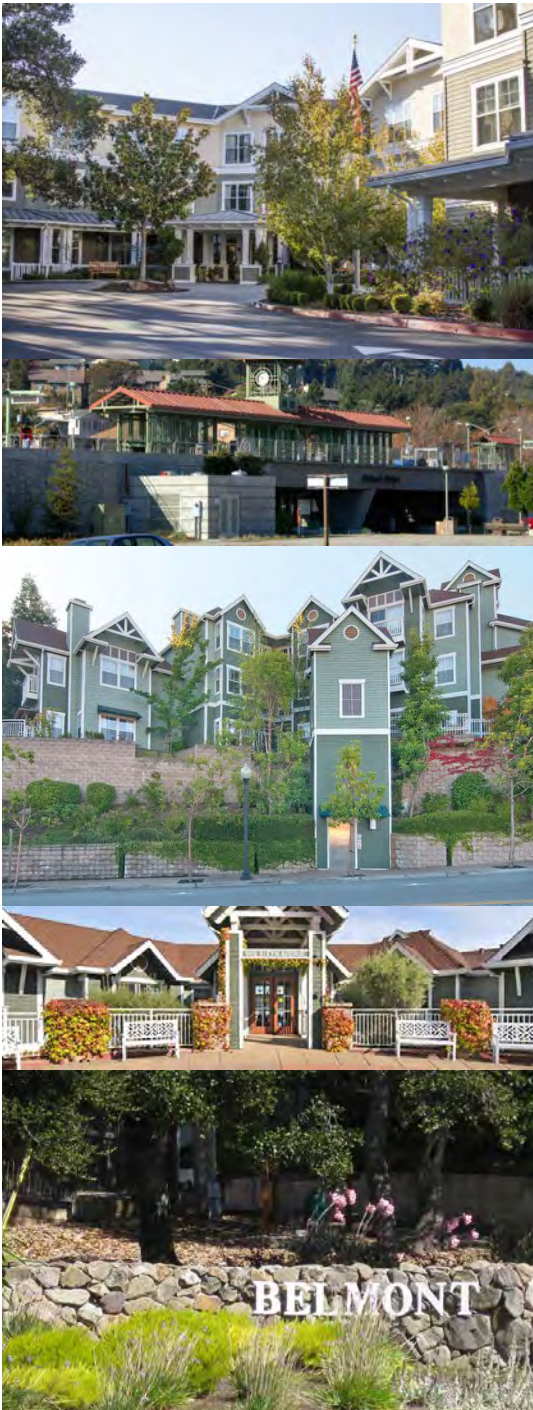
Source: California Department of Finance Estimates (January 2013) and Association of Bay Area Governments (ABAG) Projections 2013



WHAT CAN RESIDENTS AFFORD?

The amount that residents can afford to spend on housing depends on their income. Specifically, federal guidelines suggest that people not spend more than 30 percent of their earnings on rent or mortgage, including utilities.

The table to the right illustrates what is a monthly affordable housing payment for different employed residents in the Bay Area based on their incomes.



Representative Salaries

Source: U.S. Dept of Labor

Gross Annual Income

Affordable Monthly Housing Cost

SINGLE WAGE EARNER

Senior on Social Security	\$15,000	\$375
Minimum Wage Earner	\$16,640	\$416
Paralegal	\$60,000	\$1,500
Elementary School Teacher	\$79,000	\$1,975
Software Engineer	\$90,000	\$2,250
Biochemist	\$106,000	\$2,650
Associate Attorney	\$185,000	\$4,625

TWO WAGE EARNERS

Minimum Wage Earner and Software Engineer	\$106,640	\$2,666
Biochemist and Paralegal	\$166,000	\$3,900

AVERAGE RENTS 2013

	Belmont		San Mateo County	
	REALFACTS	CRAIGSLIST	REALFACTS	CRAIGSLIST
Studio	\$1,387	\$1,384	\$1,463	\$1,429
One Bedroom	\$1,696	\$1,725	\$2,004	\$1,990
Two Bedroom	\$2,254	\$2,251	\$2,285	\$2,660
Three Bedroom	\$2,643	\$3,531	\$3,400	\$3,758

MEDIAN HOME SALES PRICES 2013

	Belmont 3rd Q 2013	San Mateo County 3rd Q 2013
Single Family Residential	\$1,123,500	\$936,500
Townhome/Condominium	\$804,000	\$550,000

Source: Craigslist rental survey conducted in June and July of 2013. RealFacts rents for 2013. Source for sales prices is the San Mateo County Association of Realtors (SAMCAR) for the 3rd Quarter of 2013.

2014-2022 REGIONAL HOUSING NEEDS ALLOCATION FOR BELMONT

	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Units	Total
Units	58	58	63	67	222	468
Income*	\$27,150	\$45,250	\$72,400	\$98,900	\$98,900+	

*MAXIMUM INCOME FOR A TWO-PERSON HOUSEHOLD BASED ON 2013 CALIFORNIA INCOME LIMITS

What is a Housing Element?



The State of California requires that every city make its regional fair share of land available for residential development. By State law, cities must identify how and where the housing needs of each community will be met by completing what's known as a Housing Element. Currently, all 21 jurisdictions in San Mateo County have adopted Housing Elements that have been certified by

the California Department of Housing and Community Development (HCD) for the 2007-2014 planning period. Now, all 21 jurisdictions in the County are required to update their Housing Element for the 2015-2023 planning period.

The Housing Element is the blueprint for future housing development in the city. It includes goals, policies, and programs that direct residential decision-making. Under State law Housing Elements are required to:

1. Evaluate the City's existing housing policies and programs.
2. Conduct a housing needs assessment based on local demographics and housing conditions.
3. Develop goals, objectives and policies defining the community's position on housing issues and setting measurable targets for meeting housing needs.
4. Develop an inventory of potential sites where housing may be constructed.
5. Analyze any obstacles or constraints to housing production in the community.
6. Create an action plan identifying implementing programs the city or other entities will implement to achieve our housing objectives.

We believe the most reasonable and responsible way to create the Housing Element Update is to do so through an open, public process. The update will engage elected officials, appointed City commission and committee members, key stakeholders, planning specialists and all Belmont residents who would like to help shape the future of the community (please see the graphic of the process and the schedule for the update). As you can see in the graphic, we are early in the process and your involvement now will be critical to helping ensure success in this effort.

Key Questions For You to Consider:

- Over the past five years, how has the housing situation in Belmont affected you, your family and your friends?
- What can we do to further improve or adjust our policies to continue recent successes?
- How should emerging environmental issues, such as energy costs and global warming, affect the location and type of future housing?
- What type of housing options do seniors prefer? How about young adults and families? Can Belmont provide these choices?
- How should this type of housing be provided? Who should pay for it?
- What messages about housing would you like to give to community decision makers?

Please Mark Your Calendar!

**City Council
Study Session
City of Belmont
Housing Element Update**

July 8, 2014 — 6:15 p.m.

**Belmont City Hall
City Council Chambers
One Twin Pines Lane, 2nd Floor
Belmont, CA 94002**

Your involvement in the 2015-2023 Housing Element Update is important. You can learn more and keep informed by going to the City's website at www.belmont.gov/housingelement



**For Further Information
Please Contact**

**Jennifer Rose
Management Analyst
Housing and
Economic Development
Belmont Finance Department
One Twin Pines Lane, Suite 320
(650) 595-7453
jrose@belmont.gov**



Key Housing Trends in San Mateo County





**A report by 21 Elements
2014**

Key Findings

1. The **Millennial Generation's** preferences will increasingly define the housing market in the coming decade. ----- Page 2
2. As baby boomers age there will be a **Silver Tsunami**. Ensuring safe, desirable options for aging seniors will require advance planning. ----- Page 4
3. San Mateo County has a **Severe Workforce Housing Shortage** caused by years of rapid economic growth and slow housing growth. This trend is made worse by the increasing number of lower-income jobs. ----- Page 6
4. San Mateo County, like California as a whole, has an **Increasingly Diverse Population** and the housing stock will need to meet the needs of these residents. Page 8

Key Finding 1: Millennial Generation

The Millennial (ages 20-34) generation's preferences will increasingly define the housing market in the coming decade.

The Millennial generation is a growing force in the housing and job market and their preferences will shape our communities in the future. Millennials have

others. They want to live close to work, schools for their children, and public transportation. These amenities, in addition to safety and schools, are the

The Millennial Generation refers to individuals between the ages of 20 and 34 years old.

consistently expressed a preference for dense, mixed-use, walk-able and bike-able communities, according to studies by the Urban Land Institute and

top priorities for the Millennial generation.

138,000

Young adults in San Mateo County in 2015.

158,000

Young adults in San Mateo County in 2035.

14%

Increase in the young adult population from 2015-2035. In contrast, the population of those aged 35-59 will decrease.



Due to this generation's age and the recent recession, Millennials have been less likely to live on their own or own a home, but this is now changing (Harvard). As the economy improves, there will likely be a pent-up demand for housing among Millennials. Many studies have shown that Millennials rent apartments and buy homes at a rate less than previous generations. Instead, Millennials have moved in with their parents or choose to live with roommates. Many have speculated that Millennials



may be a "generation of renters," as there is less stigma to renting for this generation (Washington

Post). However, trends are complex and approximately 69 percent of Millennials expect their next move to be to a house they own (ULI).

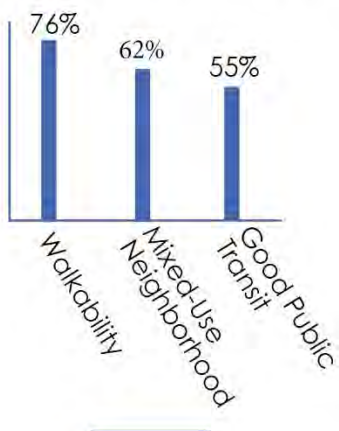
Millennials are also value-conscious. They have less money than their older counterparts, in part because they have not had time to build up savings. They also must contend with higher rates of debt and a slow job market.

Policy Options to Consider

- **Build complete communities**, walkable and close to transit.
- **Provide diversity in housing** for a variety of income-levels and family-sizes. Many Millennials delay marriage and are looking for one bedroom or even micro apartments.
- **Support first time home buyers**. Millennials will need support as they purchase their first home. Ensure that there are adequate first-time homebuyer education programs.

Urban amenities are
very popular with
Millennials (ULI)

Housing Preferences



Key Finding: Silver Tsunami

As baby boomers age, there will be a “silver tsunami.” Ensuring safe, desirable options for aging seniors will require advance planning.

The number of seniors in San Mateo County will increase dramatically over the next decade and a half, as the large baby boomer generation ages. The vast

Seniors have special housing needs as a result of limited income and mobility issues that should be explicitly addressed. Almost 20 percent of seniors live

San Mateo County has the highest cost of living in California for seniors who both rent and own, according to a study by UCLA (DoH).

majority of seniors want to “age in place,” or remain in their current home or in their community as long as possible (AARP).

below the poverty line after adjusting for housing costs (Stanford). Many seniors live on fixed incomes, which limits their housing options and also puts them at risk of being displaced.



Seniors who rent are at particularly high risk for being displaced by increasing rents. Seniors in San Mateo County typically see their income reduce by half as they age from their 50s to their 80s (Claritas). Furthermore, seniors who own are often *house rich* but *income poor*.



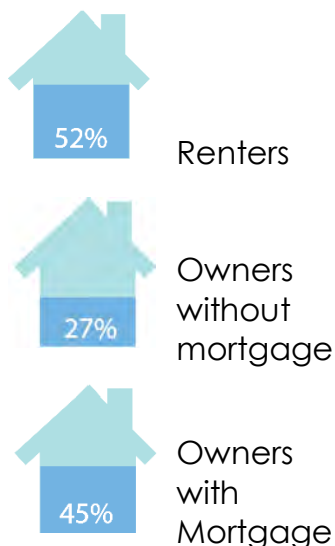
By 2030, one quarter of San Mateo County residents will be over 65 (Stanford)

Assuming national trends hold and 90 percent of seniors plan to stay in their home, a large number, more than ten thousand San Mateo County seniors, will be looking to move in

the coming years (AARP). Many seniors prefer to trade down to a smaller home with less upkeep. Safety is also a significant concern for seniors, as are universal design features (like level entry).

Many seniors do not enjoy driving, and so walkability and the availability of nearby public transit are very important. Having a grocery store within a half mile of their home was the most important feature in a recent AARP survey.

Many seniors are house rich, but cash poor



Percent of seniors who are economically insecure

Policy Options to Consider

- **Assist seniors as they age in place** by providing key services, such as home modification assistance programs (low interest loans, construction management, etc.).
- **Support home sharing programs.** Home sharing, helping people with extra space find vetted roommates, is often the most cost effective way to help seniors stay in their homes. HIP Housing is a local nonprofit that facilitates home sharing.
- **Consider requiring universal design features** in new construction. Universal design calls for features, such as level-entry showers, which let everyone use a home, regardless of their physical ability.
- **Promote second units** (e.g. converted garages). Younger families will often use the space for an aging parent and seniors will often rent out the second unit (or the main home) for extra income.
- **Provide a diverse mix of housing options**, including affordable homes, small homes (for single person households), homes near transit, age restricted housing and other options.
- **Consider developing a senior housing plan**, bringing together various stakeholders to look at the issue in a comprehensive way.

Key Finding 3: Severe Workforce Housing Shortage

San Mateo County has a severe workforce housing shortage caused by years of rapid economic growth and slow housing growth. This trend is made worse by the increasing number of lower-income jobs.

For many years, job growth has been faster than housing production. This has caused a shortage in workforce housing. Job growth in San Mateo County has been picking up

the new jobs created will be for lower-income workers.

According to the Association of Bay Area Governments, job growth is anticipated to average 1.7

By 2025 the housing supply will only meet one third to one half the demand for housing

steadily since the recession, and is anticipated to be strong through the coming years. However, many of

percent annually in San Mateo County from 2010-2020, an increase of 5,800 jobs annually. In contrast,



40%

Of new jobs in the county will pay low income wages.

the number of new homes grew only four percent from 2000-2010 (U.S. Census). Much of San Mateo County's job growth over the past decade has been in the lower-income sectors (Keyser Marston). Although San Mateo County's well-paying high-tech jobs draw attention, 40 percent of the new jobs in the county will be low income.

While San Mateo County has a steadily climbing median income among residents, it also has a growing income disparity between its higher-income residents and lower-income workers who live outside the county.

As Silicon Valley creates new jobs, the demand for housing also increases. Silicon Valley already has a serious mismatch of jobs to housing, with three times as many jobs as housing units. According to the Department of Housing, by

2025 the housing supply will only meet 1/3- 1/2 of the demand for housing.

This growing housing shortage is particularly a problem for lower-income families and individuals who currently cannot find affordable housing in San Mateo County. Projections show that this will develop into a deficit of 21,000 units by 2025 (DoH).

In the coming decade, only 15 percent of San Mateo's new low-income workers will be able to live in the county (DoH). The effects of this are very real. Commute times are increasing, leading to more climate change gases being released. Also, longtime residents and children who

Policy Options to Consider

- **Adopt policies that encourage workforce housing, such as zoning, affordable housing, and affordable housing over time.**
- **Ensure there is adequate residential development and transit.**
- **Encourage large employers to provide housing for their employees.** A number of schools and colleges, as well as companies like Facebook, have expressed interest in this.
- **Partner with nonprofit developers.**
- **Ensure the development process is predictable and efficient** while protecting the needs of the community. Form based code in Redwood City has been very successful at this.

7-15%

Yearly increase in rents in San Mateo County in recent years (DoH).

22%

Increase in home values (Sep 2012-Sep 2013, Zillow).

grew up in San Mateo County are not able to live here.

in denser neighborhoods (Pitkin and Myers). They are also more likely to live in intergenerational

Both Asian and Hispanic families are more likely to live in multi-generational

Key Finding 4: Increasingly Diverse Population

San Mateo County, like the state of California as a whole, has an increasingly diverse population and the housing stock will need to meet the needs of these residents.

According to the 2010 U.S. Census data, San Mateo County is a majority-minority county: that is, no one racial group makes up over 50 percent of the population. The two racial groups growing the most rapidly in San Mateo County are Asians and Latinos. According to the U.S. Census, the increase in the Asian population is

housing. In addition, recent immigrants are more likely to be linguistically isolated, which could create problems for the provision of services. The Hispanic population in San Mateo County is mostly growing due to “natural increases,” i.e., births are exceeding deaths. According to demographic data, Hispanic families often have more

housing, though this trend diminishes as people have been in the United States for a longer period of time (e.g. second and third generation immigrants) (Pitkin and Myers 2008).

*San Mateo County is currently **majority minority** and will become more diverse in the future.*

largely due to recent immigration. Immigrant families are more likely to live in multi-family housing

children than families of other races, partially because the Hispanic population is younger.



Policy Options to Consider

- **Ensure housing options for extended families.** Large apartments and second units are two options.
- **Provide information in multiple languages.**
- **Address housing discrimination.** Cities can clearly publicize rules about housing discrimination and work with Project Sentinel for complaints.

Sources:

Millennial Generation:

Association of Bay Area Governments. Projections 2009.

Harvard Joint Center for Housing Studies. "The State of the Nation's Housing 2013." 26 June 2013. Web.

Urban Land Institute. "Americans' Views on their Communities, Housing, and Transportation." March 2013. Web.

Washington Post. "New apartment buildings are geared for Millennials." La France, Adrienne. April 17, 2014.

Silver Tsunami

AARP, 2011 telephone survey of 2260 adults. Summary titled *2011 Boomers Report*. Released July 2012.

Claritas, Senior Life Report 2012 for San Mateo County.

Department of Housing, *Building for the Boom*. 2009.

Stanford Center on Poverty and Inequality, A Portrait of Poverty within California Counties and Demographic Groups, 2013.

Severe Workforce Housing Shortage

Association of Bay Area Governments. Projections 2009.

Department of Housing, Annual Rent Survey, 2013

Department of Housing, *San Mateo County Housing Needs Study*. 2006.

Keyser Marston Associates, Inc. *Jobs Housing Nexus Study*. Mountain View, Ca. 2012.

Increasingly Diverse Population

Pitkin, John and Dowell Myers. *U.S. Housing Trends: Generational Change and the Outlook to 2050*. 2008.

San Mateo County Health System Study. *Healthy San Mateo 2010*. San Mateo, Ca.

**BELMONT CITY COUNCIL
and
BELMONT FIRE PROTECTION DISTRICT BOARD**

Belmont City Hall
One Twin Pines Lane, Belmont, CA
and

Radisson Blu Hotel
Lange Straße 40
D-18055 Rostock
Germany

(Teleconference location of Mayor Lieberman)



AGENDA
Tuesday, July 08, 2014
&
Adjourned Meeting of June 24, 2014

7:00 P.M. REGULAR MEETING
(City Council Chambers)

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REPORT FROM CLOSED SESSION (None)**
- 4. SPECIAL PRESENTATIONS**
- 5. PUBLIC COMMENTS AND ANNOUNCEMENTS**
This agenda category is limited to 15 minutes, with a maximum of 3 minutes per speaker, and is for items of interest not on the Agenda. If you wish to address the hearing body, please complete a Speaker's Card and give it to the City Clerk. If you wish to express an opinion on a non-agenda item without addressing the Council/Board, please fill out a "Comment Form" and give to the City Clerk.
- 6. COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS**
- 7. AGENDA AMENDMENTS (if any)**

8. **CONSENT CALENDAR**

Consent Calendar items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Council/Board or staff request specific items to be removed for separate action.

- A. Minutes of Special and Regular City Council Meeting of June 10, 2014, and Regular Belmont Fire Protection District Meeting of June 10, 2014
- B. Motion to Receive Monthly Financial Reports
- C. Informational Report Regarding the Status of the Program for Arterial System Synchronization (PASS) Project – Traffic Signal Timing Analysis for Traffic Signal Systems located along the Ralston Avenue Corridor
- D. Resolution of the City Council Approving Plans and Specifications, Authorizing Advertisement for Sealed Bids, Authorizing the City Manager to Execute a Contract to the Lowest Responsible Bidder for an Amount not to Exceed \$50,000, and Approving a Ten Percent Construction Contingency for the Marsten Avenue Storm Drain Repair Project, City Contract Number 2014-527
- E. Resolution Of The City Council Authorizing A Service Agreement With Dyett & Bhatia, Urban and Regional Planners, For An Amount Not To Exceed \$550,000 For General Plan Consulting Services For The 2035 Belmont Village & General Plan Update Project
- F. Resolution of the Belmont Fire Protection District Authorizing a Purchase Order to L.N. Curtis & Sons in an Amount not to Exceed \$21,336.75 for Firefighter Turnout Garments
- G. Resolution of the Belmont Fire Protection District Authorizing a Purchase Order to Central County Fire Department for Fleet Maintenance Services in an amount Not to Exceed \$50,000 for FY 2015
- H. Resolution of the City Council Authorizing a Purchase Order for Unleaded Gasoline and Diesel Fuel from Valley Oil Company for an Amount not to Exceed \$25,000
- I. Resolution of the City Council Authorizing the Issuance of a Purchase Order to Questys Solutions Procuring Annual Software Maintenance and Support for the Questys Agenda & Document Management Applications, for an Amount not to Exceed \$10,556
- J. Resolution of the City Council Authorizing the Issuance of a Purchase Order to TRIVAD, Inc., Procuring a Network Backup and Recovery Solution Including Installation and Three Year Maintenance for an Amount not to Exceed \$30,828

ACTION: 1) Motion to approve the Consent Calendar.

9. HEARINGS

- A. Public Hearing Under Proposition 218 to Consider Protests to Proposed Increases to Sewer Service Charges Effective Fiscal Years 2014/2015 and 2015/2016 (continued from adjourned June 24th City Council Meeting)

ACTION:

- 1) **Open Hearing; Close Hearing**
- 2) **Motion to Approve Resolution Increasing Sewer Service Charges for 2014/15 and 2015/16**
- 3) **Motion to Adopt Ordinance Increasing Sewer Service Charges**
- 4) **Take other action**

- B. Public Hearing to Consider Protests to the Annual Report for Collection on the Tax Roll of Sewer Services Fees Charged to Parcels to Fund the Operation and Maintenance of the City's Sewer Collection System

ACTION:

- 1) **Open Hearing; Close Hearing**
- 2) **Motion to Approve Resolution Related to Annual Report for Fees for the City's Sewer Collection System**
- 3) **Take other action**

- C. Public Hearing to Consider Protests to the Annual Report for Collection on the Tax Roll of Sewer Service Fees Charged to Parcels to Fund the City's Share of the Silicon Valley Clean Water Agency Sewer Treatment Plant Expansion

ACTION:

- 1) **Open Hearing; Close Hearing**
- 2) **Motion to Approve Resolution Adopting Annual Report Related to SVCW Treatment Plant**
- 3) **Take other action**

- D. Public Hearing to Consider Protests to the Annual Report for Collection on the Tax Roll of Storm Drainage Fees Charged to Parcels to Fund the City of Belmont Fiscal Year 2014/2015 National Pollutant Discharge Elimination System (NPDES) Storm Water Compliance Program

ACTION:

- 1) **Open Hearing; Close Hearing**
- 2) **Motion to Approve Resolution Adopting Annual Report Related to City NPDES charge**
- 3) **Take other action**

- E. Public Hearing to Consider Requesting that the San Mateo County Board of Supervisors, Acting as the Governing Board of the San Mateo County Flood Control District, Continue to Impose on All Parcels within the Territorial Limits of the City of Belmont the Basic and Additional Charges Necessary to Fund the City's Share of the Countywide NPDES General Program, and to Collect the Charges on the Property Tax Assessment Roll

ACTION:

- 1) **Open Hearing; Close Hearing**
- 2) **Motion to Approve Resolution Related to County NPDES program**
- 3) **Take other action**

10. OTHER BUSINESS

11. COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

- A. Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments
- B. Verbal Report from City Manager

12. PUBLIC COMMENTS AND ANNOUNCEMENTS (if any)

For comments that could not be covered in the initial comment period.

13. MATTERS OF COUNCIL INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. No final policy action will be taken by Council/Board.

14. ADJOURNMENT



If you need assistance to participate in this meeting, please contact the City Clerk at 650/595-7413. The speech and hearing-impaired may call 650/637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, Suite 375, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

Meeting televised on Comcast Channel 27, and webstreamed via City's website at www.belmont.gov

Minutes of Special and Regular Meeting of Tuesday, June 10, 2014
One Twin Pines Lane, Belmont, CA and Disney's Wilderness Lodge 901 Timberline Dr,
Lake Buena Vista, FL 32830 (Teleconference location of Mayor Lieberman)

CLOSED SESSION CALL TO ORDER: 6:00 p.m.

COUNCILMEMBERS PRESENT: Wright, Reed, Stone, Braunstein, Lieberman (via phone)

COUNCILMEMBERS ABSENT: None

CLOSED SESSION:

- A. Conference with Labor Negotiator, Greg Scoles, pursuant to Government Code Section 54957.6: BPOA (Belmont Police Officers Association)
- B. Conference With Legal Counsel – Existing Litigation, Government Code Section 54956.9(d)(1), Two Cases: 1) Baka v. City of Belmont, San Mateo Superior Court No. CIV 523248; 2) Vinarskiy v. City of Belmont, San Mateo Superior Court No. CIV 527021

ADJOURNMENT at this time being 6:30 P.M.

Terri Cook
City Clerk

REGULAR MEETING

CALL TO ORDER: 7:05 p.m.

ROLL CALL

COUNCILMEMBERS PRESENT: Wright, Reed, Stone, Braunstein, Lieberman (via Skype)

COUNCILMEMBERS ABSENT: None

PLEDGE OF ALLEGIANCE

Led by City Attorney Rennie

REPORT FROM CLOSED SESSION

City Attorney Rennie announced that the Closed Session will be continued after the regular meeting.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Charles Merian, Belmont resident, spoke regarding the proposed modifications to the cell facility on Notre Dame Avenue.

Judy King, Belmont Park Boosters, announced the upcoming summer concert series.

Perry Kennan, Belmont resident, spoke regarding the posting of meeting notices on the City's web

site and the landscaping at the Ralston/Highway 101 interchange.

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

Councilmember Stone spoke regarding the Seniors on the Square event in Redwood City.

Councilmember Reed thanked the elementary school staff for recent education time.

Vice Mayor Braunstein announced: 1) Carlmont High School softball won the CCS championship, 2) meeting cancellation for June 24, 2014

COMMENTS ON ON CONSENT CALENDAR

Councilmember Reed explained that at the May 27th meeting he did not indicate why he voted no on the PG&E Energy Efficiency item. He clarified that he supports energy efficiency but wanted to seek additional vendors for potential cost savings.

Laura Fannuchi, HIP (Human Investment Program) Housing thank for consideration of HIP Housing contract.

ITEMS APPROVED ON CONSENT CALENDAR

Minutes of Special and Regular City Council Meeting of May 27, 2014

Adoption of Ordinance 2014-1076 of the City of Belmont Amending the Conceptual Development Plan (CDP) for the Island Park Planned Unit Development Related to the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway (Appl. No. 2013-0047) - 2nd reading and adoption

Resolution 2014-084 Approving a Purchase Order for Thermoplastic Striping for Road Markings at Various Locations City-Wide for an Amount not to Exceed \$25,000

Resolution 2014-085 Approving Plans and Specifications, Authorizing Advertisement for Sealed Bids, Authorizing the City Manager to Execute a Contract to the Lowest Responsible Bidder for an Amount not to Exceed \$90,000, and Approving a Construction Contingency not to Exceed \$9,000, for the Ralston Avenue and Harbor Boulevard Storm Pump Stations Lids Replacement Project, City Contract Number 2014-522

Resolution 2014-086 Authorizing the Filing of an Application for Funding Assigned to the Metropolitan Transportation Commission for Completion of the Belmont Village Implementation Plan and Committing Any Necessary Matching Funds Not to Exceed \$110,000 and Stating the Assurance to Complete the Project

Resolution 2014-087 Authorizing Extension of HIP Housing Service Contract for Fiscal Years 2015 and 2016

Resolution 2014-088 Authorizing the Issuance of a Purchase Order to ESRI Inc., Procuring Annual Software Maintenance and Support for the ArcGIS Mapping Application, for an Amount not to Exceed \$8,637

Resolution 2014-089 Authorizing the City Manager to Execute a Service Agreement with HDR Engineering, Inc. to Provide Solid Waste Technical and Professional Rate Review Services for an Amount not to Exceed \$20,540, and Authorizing a Contingency of \$4,000

Resolution 2014-090 Authorizing the Issuance of a Purchase Order to Infor Public Sector. Inc., Procuring Annual Software Maintenance and Support for the Hansen 8 Application, for an Amount not to Exceed \$40,092

Introduction of an Ordinance of the City of Belmont Increasing the City's Sewer Charges for Fiscal Year 2014/2015 and 2015/2016

ACTION: On a motion by Councilmember Reed, seconded by Councilmember Stone, the Consent agenda was unanimously approved.

HEARINGS

Public Hearing to Adopt Proposed Budget and Related Items for Fiscal Year 2015

Finance Director Fil noted that the budget was introduced at the May 27th meeting. He pointed out that the Finance Commission reviewed and unanimously recommended approval as proposed. He explained the components of the Master Revenue schedule. He described the recommendations from the Finance Commission. He followed up on the items that were discussed at the May 27th meeting.

Vice Mayor Braunstein opened the Public Hearing.

Perry Kennan, Belmont resident, spoke regarding the City Manager's message, the allocation of funds for infrastructure, the suggestion to add a definitions section to the budget, and the Finance Commission's recommendations.

Vice Mayor Braunstein closed the Public Hearing.

Finance Director Fil provided an explanation of some of the terms used in the budget.

Councilmember Stone commented regarding the positive message of the budget and thanked staff for getting the budget posted to the web.

Councilmember Reed expressed concerns regarding staffing of the Community Development Department and the use of third-party consultants. He also expressed support for moving forward with the restroom renovation at Alexander Park. He pointed out that the budget for infrastructure needs has been increased.

Councilmember Wright commented regarding Community Development staffing and suggested the potential use of contingency funding if the need arises.

Discussion ensued regarding the restroom renovation project at Alexander Park. Council concurred to accelerate the project.

Mayor Lieberman commented regarding the tree permit appeal fees.

Parks and Recreation Director Gervais outlined the proposed tree removal fees and noted that the Tree Board recommended a reduction in fees associated with development. He explained the process for appealing a tree removal permit that is denied.

Discussion ensued regarding the fine schedule for parking violations and facility use fees.

ACTION: On a motion by Councilmember Reed, seconded by Councilmember Stone, the following resolutions were unanimously approved, said motion to include the acceleration of the restroom renovation at Alexander Park to the FY 2015 budget.

Resolution 2014-091 Adopting the Proposed FY 2014-15 Base Budget Revenue, Appropriations, Capital Improvement Program Budgets and Permanent Staffing Plan for the City of Belmont
Resolution 2014-092 Establishing the Appropriations Limit FY 2014-15 for the City of Belmont
Resolution 2014-093 Making FY 2014-15 Amendments to the Master Revenue Schedule (City)
Resolution 2014-094 Establishing the Annual Special Tax for Community Facilities District No. 2000-1 (Library Project) for FY 2014-15 and Requesting that the County of San Mateo Collect the Special Tax on the Real Estate Tax Rolls

RECESS **8:15 P.M.**

RECONVENE: **8:20 P.M.**

COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

Adoption of a Code of Ethics and Conduct for Elected and Appointed Officials

City Manager Scoles noted that City Council expressed a desire to adopt a Code of Ethics and Conduct for elected and appointed officials.

Mayor Lieberman noted that he has supported the adoption of such a document to improve the way the City does business with the public. He suggested that a copy of the final document be made available for all publicly-noticed meetings.

Councilmember Wright suggested revisiting the document annually.

Councilmember Stone stated that concerns have been expressed by the public regarding behaviors, and that adoption of document would address these behaviors and set expectations.

Councilmember Reed stated that he experienced negative behaviors while a member of the Planning Commission, some behaviors which continue by some members. He expressed support for the sanctions set forth in the proposed document.

Perry Kennan, Belmont resident, commented regarding the proposed document.

Discussion ensued regarding potential modifications to the document.

City Clerk Cook and City Treasurer Violet confirmed that they would sign the document as elected officials.

RECESS: 9:40 P.M.

RECONVENE: 9:45 P.M.

ACTION: On a motion by Councilmember Reed, seconded by Councilmember Wright, Resolution 2014-095 Adopting a Code of Ethics and Conduct for Elected and Appointed Officials was unanimously approved.

Verbal Discussion Regarding Upcoming City Council Meeting Schedule

City Manager Scoles described the issue of the lack of quorum for the June 24th meeting and its affect on the Proposition 218 hearing previously set for June 24. He noted that the meeting will be adjourned to July 8.

Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments

Councilmember Stone reported on: 1) two four corners group meetings, 2) Belmont/San Carlos fire board meeting, 3) SBWMA, and 4) grand opening of John Lee Memorial Dog Park in San Mateo.

Councilmember Reed reported on a recent Infrastructure Committee meeting.

Vice Mayor Braunstein described a recent meeting he and the Mayor had with Mid-Peninsula Water District. Mayor Lieberman noted discussion regarding potential regular meetings with the District.

ADJOURNMENT 10:30 p.m.
(to continued closed session)

RECONVENE CLOSED SESSION

COUNCILMEMBERS PRESENT: Wright, Reed, Stone, Braunstein

COUNCILMEMBERS ABSENT: Lieberman

- B. Conference With Legal Counsel – Existing Litigation, Government Code Section 54956.9(d)(1), Two Cases: 1) Baka v. City of Belmont, San Mateo Superior Court No. CIV 523248; 2) Vinarskiy v. City of Belmont, San Mateo Superior Court No. CIV 527021

ADJOURNMENT at this time, being 11:00 p.m.

**Terri Cook
City Clerk**

Meeting audio-recorded and videotaped (except Closed Sessions)

**REGULAR MEETING OF
DIRECTORS OF BELMONT FIRE PROTECTION DISTRICT
Tuesday, June 10, 2014
CITY COUNCIL CHAMBERS, ONE TWIN PINES LANE
and Disney's Wilderness Lodge 901 Timberline Dr, Lake Buena Vista, FL 32830
(Teleconference location of Board President Lieberman)**

CONVENE STUDY SESSION, City Council Chambers, 6:40 p.m.

BOARDMEMBERS PRESENT: Reed, Braunstein, Stone, Wright, Lieberman (via Skype)

BOARDMEMBERS ABSENT: None

Presentation on Results of Truck Pilot Study and Direction on Agreement for Shared Truck Services with the Cities of Foster City and San Mateo

Mike Keefe, San Mateo/Foster City Fire Chief, described the pilot shared truck program wherein a fire truck was relocated from Foster City to a station in San Mateo. He noted that the response times are balanced among the agencies, and that the new station can be modified to accommodate the additional staff and equipment. He pointed out that the truck would be staffed with a four-person crew as opposed to the current three-person crew, with the addition of a paramedic/firefighter. He noted that the labor groups support this proposal.

Kristin Mercer, Belmont resident, commented regarding Belmont's purchase of a ladder truck when it became its own department and pointed out the debt that is still being paid on the truck.

Fire Chief Keefe and City Manager Scoles responded.

ACTION: On a motion by Director Stone, seconded by Director Reed, and unanimously approved to accept the Truck Pilot Study and direct staff to develop an agreement for shared truck services with the Cities of Foster City and San Mateo.

ADJOURNMENT at this time, being 6:55 p.m.

**Terri Cook
District Secretary**

Meeting audio-recorded and videotaped.

**REGULAR MEETING
CALL TO ORDER 7:05 P.M.**

(Note: Belmont Fire Protection District meeting held concurrent with the City Council Meeting.)

ROLL CALL

BOARDMEMBERS PRESENT: Reed, Braunstein, Stone, Wright, Lieberman (via Skype)

BOARDMEMBERS ABSENT: None

ITEMS APPROVED ON CONSENT CALENDAR

Minutes of Regular Belmont Fire Protection District Meeting of May 27, 2014

ACTION: On a motion by Director Reed, seconded by Director Stone, the Consent Agenda was unanimously approved.

Public Hearing to Adopt Proposed Budget and Related Items for Fiscal Year 2015

ACTION: On a motion by Director Reed, seconded by Director Stone, the following Resolutions were approved during the Public Hearing for Fiscal Year 2015 Budget (concurrent hearing with City Council)

Resolution 2014-011 Adopting the Proposed FY 2014-15 Base Budget Revenue, Appropriations, and Permanent Staffing Plan for the BFPD

Resolution 2014-012 Adopting the Appropriations Limit FY 2014-15 for BFPD

Resolution 2014-013 Making FY 2014-15 Amendments to the Master Revenue Schedule (BFPD)

OTHER BUSINESS

Introduction of an Ordinance of the Belmont Fire Protection District Establishing the Wildland-Urban Interface (WUI) Area and Designating the San Juan Canyon and portions of the Western Hills as Very High Fire Hazard Severity Zones

Deputy Fire Chief Gaffney described the initiation of the Wildland Urban Interface area following the Oakland Hills Fire in the early 1990's. He noted that the San Juan Canyon and portions of the Western Hills fall within the standards set out for this designation. He described the current areas that were designated as VHFHSZ by the State of California. He noted that the proposed ordinance captures areas within Belmont that were missed in the original mapping and include other areas that meet the criteria.

Building Official Nolfi noted that the State of California has an extensive list of products that can be used in WUI-designated areas. He clarified that the difference in the cost of building a home in WUI compared with non-WUI areas would be approximately 15 percent.

Deputy Fire Chief Gaffney clarified that no retrofitting of existing residences would be required should the ordinance be adopted but clearing of defensible space would be. He also pointed out that any modifications to existing structures would require the use of the designated products.

District Vice President Braunstein suggested that homeowners in affected areas be notified of the proposed ordinance.

Discussion ensued regarding notification, education, and the implication on insurance rates.

Adele Della Santina, Belmont resident, stated that she does not support the designation of the very high fire zone.

Perry Kennan, Belmont resident, expressed support for requiring the use of more fire retardant materials, and expressed concerns for grandfathering existing structures.

Directors concurred that the City should do what it can to proactively mitigate fire hazards.

ACTION: On a motion by Councilmember Stone, seconded by Councilmember Wright to introduce ordinance, waive further reading, set second reading and adoption for July 22, 2014.

ADJOURNMENT at this time being 10:30 P.M.

Terri Cook
District Secretary

Meeting audio-recorded and videotaped.

Memorandum



To: City Council
Finance Commission
CC: City Manager, City Clerk, City Treasurer and Department Heads
From: Thomas Fil, Finance Director
Date: June 12, 2014
Re: Monthly Financial Report–May 2014

Please find attached the monthly financial reports.

The financial results for the period are embodied in three separate reports:

- ❑ Performance at a Glance. This report measures performance in two important areas: General Fund balance 10 year trends and year to date revenues and expenditures on a budget to actual basis. These measurements are indicative of the City's general financial health and the ability to meet expected results. The financial highlights are provided.
- ❑ Fund Recap at a Glance. This report lists all year to date revenue and expenditure activity by fund. Furthermore, a comparison to budget is provided. This report is intended to highlight economic activity at the fund level and focus attention on budgetary compliance.
- ❑ Budget Variance Report. This report compares year to date budget against actual for each major revenue source and expenditure function. In addition, a chart of major tax revenues two year trends is presented with the management discussion and analysis.

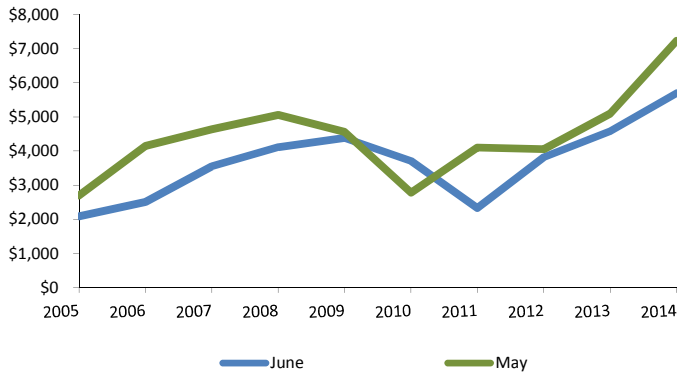
The purchase and disbursements activity for the period are embodied in a single report:

- ❑ Cash Disbursements and Purchase Order Activity Report. This report lists the disbursements and purchase orders issued for the amount equal to and above \$5,000 for the period.

Please feel free to call me at (650)595-7435, if you have any questions.

City of Belmont
Performance at a Glance
Results for the Period Ended May 31, 2014
(000's)

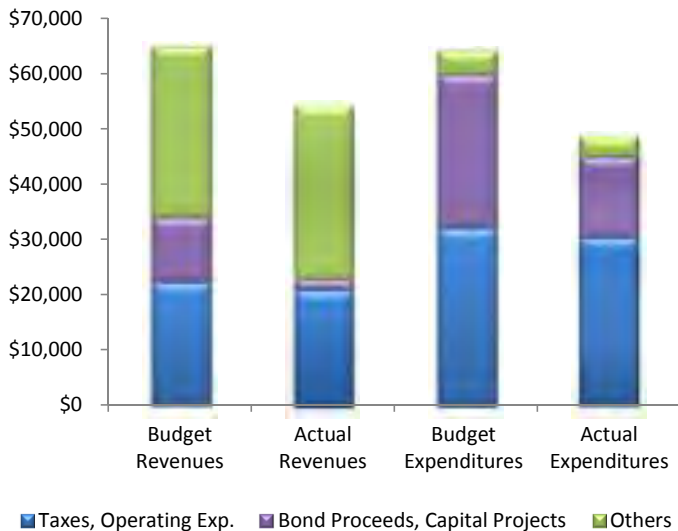
General Fund Balance Trend



Unassigned General Fund Balance Trends

6/30/2004	\$2,083	Audited
6/30/2005	\$2,507	Audited
6/30/2006	\$3,544	Audited
6/30/2007	\$4,112	Audited
6/30/2008	\$4,388	Audited
6/30/2009	\$3,704	Audited
6/30/2010	\$2,329	Audited
6/30/2011	\$3,818	Audited
6/30/2012	\$4,578	Audited
6/30/2013	\$5,694	Audited
5/31/2014	\$7,237	Unaudited

Revenues & Expenditures (All Funds)
YTD Budget vs. YTD Actual



Revenues & Expenditures (All Funds)
YTD Budget vs. YTD Actual

	YTD Budget	YTD Actual	Favorable (Unfavorable) Variance
Revenues	\$64,902	\$54,331	(\$10,571)
Taxes	22,276	21,112	(1,164)
Bond Proceeds	11,690	1,936	(9,755)
Others	30,935	31,283	348
Expenditures	64,152	48,753	15,399
Operating	32,127	30,323	1,804
Capital Projects	27,732	14,622	13,110
Others	4,297	3,808	489
Net Change	\$750	\$5,577	\$4,828

General Fund

Through the eleventh month of FY 2014 the General Fund balance has increased by \$1.5 million to \$7.2 million over the prior fiscal year end. In May, General Fund year-to-date (YTD) revenues of \$16.4 million are at 99% of the YTD budget. General Fund YTD expenditures of \$15.3 million are at 95% of the YTD budget.

Fund Balance - YTD Fund Deficits

As shown in the chart of Fund Recap at a Glance on page 3, the Street Maintenance Fund has a deficit that is expected to be eliminated in a future period. The RDA Retirement Obligation Fund (Successor Agency) Trust Fund reflects a deficit of \$9.3 million, that due to the nature of the fund type, the entire outstanding debt balance is recorded and there are insufficient assets currently available to offset the liability; however, future receipts, both near and long-term, from the County Redevelopment Property Tax Trust Fund are expected to repay the bonds.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended May 31, 2014
(000's)

Fund	Fund Name	Audited Fund Balance 06/30/13 (1)	Revenues				Expenditures				CY YTD	PY YTD
			YTD Budget	YTD Actual (2)	Variance %	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance %	PY YTD Actual	Fund Balance 05/31/14 (1)+(2)-(3)	Fund Balance 05/31/13
GENERAL FUND												
	101 General	\$6,200	\$16,557	\$16,381	99%	\$15,146	\$16,069	\$15,344	95%	\$14,623	\$ 7,237	\$ 5,100
SPECIAL REVENUE FUNDS												
	205 Recreation	0	2,000	1,964	98%	1,860	1,974	1,866	95%	1,735	98	124
	206 Library Maintenance/Operation	991	273	294	108%	295	331	307	93%	336	979	1,017
	207 Athletic Field Maintenance	118	64	69	107%	66	87	59	68%	26	128	128
	208 City Tree	232	7	96	1377%	114	32	9	29%	11	318	235
	210 Development Services	0	2,037	2,236	110%	1,753	2,039	1,973	97%	1,791	263	124
	212 General Plan	62	542	64	12%	43	550	33	6%	24	94	71
	223 Fire Protection District	4,421	7,911	8,515	108%	7,784	8,423	8,292	98%	7,226	4,644	4,914
	225 Police Grants and Donations	8	0	1	357%	1	4	4	109%	0	5	8
	227 Supplemental Law Enforcement	0	132	116	88%	120	132	108	82%	121	8	(1)
	229 Red Light Camera	141	83	83	101%	238	132	76	58%	188	148	84
	231 Street Maintenance	0	1,681	1,227	73%	1,159	1,819	1,443	79%	1,626	(216)	(117)
	234 Street Improvements	1,415	1,115	1,072	96%	763	2,652	1,340	51%	996	1,147	990
	235 Traffic Mitigation	48	0	0	24%	0	44	48	109%	0	(0)	98
	275 Affordable Housing Successor	55	109	101	92%	107	136	123	90%	71	33	52
	Total Special Revenue	7,491	15,954	15,838	99%	14,303	18,355	15,681	85%	14,151	7,648	7,726
CAPITAL PROJECT FUNDS												
	308 General Facilities	374	256	261	102%	110	126	111	88%	6	523	279
	310 Emergency Repair	333	0	0	52%	0	0	0	N/A	0	333	333
	312 Comcast PEG Program	366	0	0	51%	0	14	15	111%	0	351	366
	334 Hwy 101 Bike Bridge	0	0	1	N/A	447	0	1	N/A	299	(0)	148
	341 Planned Park	363	0	9	N/A	1	289	58	20%	111	315	366
	343 Open Space	(1,550)	1,776	1,937	109%	0	75	42	56%	23	345	(1,532)
	704 Special Assessment Districts	292	0	4	N/A	0	0	0	N/A	0	296	292
	Total Capital Projects	176	2,033	2,213	109%	559	504	227	45%	438	2,162	251
DEBT SERVICE & OTHER FUNDS												
	406 Library Bond Debt Service	322	606	653	108%	654	622	675	109%	672	300	317
	501-505 Sewer Collection System	8,104	7,069	8,066	114%	6,836	8,734	7,375	84%	6,602	8,794	9,139
	507 Sewer Treatment System	12,521	12,755	3,072	24%	3,075	9,250	435	5%	432	15,159	12,954
	525 Storm Drainage Enterprise	4,224	1,603	1,513	94%	1,633	1,461	1,074	74%	1,289	4,663	7,867
	530 Solid Waste Management	214	795	784	99%	699	596	462	77%	1,087	537	526
	570 Worker's Compensation	33	749	726	97%	631	749	759	101%	761	0	2
	571 Liability Insurance	462	278	277	100%	276	391	392	100%	338	348	475
	572 Self Funded Vision	0	29	29	100%	28	29	12	41%	13	17	16
	573 Fleet & Equipment Management	2,377	1,652	1,641	99%	1,505	2,423	2,007	83%	1,512	2,011	2,481
	574 Facilities Management	0	1,282	1,367	107%	1,374	1,314	1,250	95%	1,222	117	152
	575 Benefit Stabilization	57	826	722	87%	717	832	709	85%	700	69	171
	576 BFPD-Benefit Stabilization	0	193	192	99%	184	193	112	58%	101	80	83
	710 Net Six	379	147	166	113%	154	404	156	39%	158	389	405
	775 RDA Retirement Obligation Fund (Successor Agency)	(7,919)	2,374	689	29%	706	2,226	2,082	94%	2,601	(9,312)	(10,641)
	Total Debt & Other	20,774	30,358	19,898	66%	18,471	29,224	17,500	60%	17,486	23,173	23,948
	Total All Funds	\$34,642	\$64,902	\$54,331	84%	\$48,479	\$64,152	\$48,753	76%	\$46,699	\$ 40,220	\$37,026

City of Belmont
Budget Variance Report
General Fund / All Other Funds
for the Period Ended May 31, 2014

	General Fund						All Other Funds					
	Year to Date (YTD)				Annual		Year to Date (YTD)				Annual	
	Budget	Actual	Variance	%	Budget	Actual	Budget	Actual	Variance	%	Budget	Actual
REVENUES												
Taxes	\$ 11,416,647	\$ 11,216,374	\$ (200,273)	98	\$ 12,454,524	\$ 10,346,980	\$ 10,859,454	\$ 9,895,416	\$ (964,038)	91 a	\$ 11,846,677	\$ 9,289,055
<i>Property Taxes</i>	5,858,717	6,435,529	576,812	110	6,391,327	5,757,765	10,306,157	9,289,560	(1,016,597)	90	11,243,080	8,654,555
<i>Sales Taxes</i>	1,862,473	1,544,812	(317,661)	83 a	2,031,789	1,564,197	553,297	605,856	52,559	109	603,597	634,499
<i>Other Taxes</i>	3,695,457	3,236,033	(459,424)	88 a	4,031,408	3,025,018						
Licenses and permits	709,145	867,571	158,425	122	773,613	717,030	650,323	704,280	53,957	108	709,443	604,332
Intergovernmental	248,739	270,926	22,187	109	271,352	281,335	1,505,758	1,077,841	(427,917)	72 c	1,642,645	1,248,353
Charge for services	3,508,500	3,524,109	15,610	100	3,827,454	3,355,090	18,809,269	19,836,611	1,027,342	105	20,519,202	18,065,327
Fines and forfeits	204,669	176,901	(27,768)	86	223,275	169,301	82,500	84,078	1,578	102	90,000	239,078
Use of money and property	269,145	269,448	303	100	293,613	228,077	435,688	521,992	86,304	120	475,296	460,924
Miscellaneous	192,500	55,648	(136,852)	29 b	210,000	31,531	675,761	748,632	72,871	111	737,194	643,783
Other financing sources	-	-	-	-	-	-	11,690,465	1,947,560	(9,742,905)	17 d	12,753,235	23,932
Operating transfers in	7,778	-	(7,778)	-	8,485	-	3,635,484	3,133,142	(502,342)	86 e	3,965,982	2,888,613
Total Revenues	\$ 16,557,123	\$ 16,380,978	\$ (176,146)	99	\$ 18,062,316	\$ 15,129,345	\$ 48,344,702	\$ 37,949,552	\$ (10,395,150)	78	\$ 52,739,674	\$ 33,463,397
EXPENDITURES												
General government	3,850,176	3,657,868	192,308	95	4,200,192	3,673,229	4,437,793	3,895,020	542,773	88	4,841,229	3,456,585
Public safety	8,791,939	8,809,849	(17,910)	100	9,591,206	8,295,127	9,247,954	8,748,729	499,225	95	10,088,677	7,796,258
Streets and Utilities	-	-	-	-	-	-	23,209,001	10,794,738	12,414,262	47	25,318,910	10,935,568
Culture and recreation	1,471,148	1,425,431	45,718	97	1,604,889	1,412,088	4,328,487	3,786,567	541,921	87	4,721,986	3,513,005
Urban redevelopment	-	-	-	-	-	-	4,518,079	3,827,045	691,034	85	4,928,813	3,714,632
Debt service	-	-	-	-	-	-	621,792	674,750	(52,958)	109	678,318	671,974
Operating Transfer out	1,955,380	1,451,214	504,167	74	2,133,142	1,279,682	1,719,965	1,681,928	38,036	98	1,876,325	1,608,932
Total Expenditures	\$ 16,068,643	\$ 15,344,361	\$ 724,282	95	\$ 17,529,429	\$ 14,660,126	\$ 48,083,070	\$ 33,408,777	\$ 14,674,293	69	\$ 52,454,258	\$ 31,696,953
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 488,480	\$ 1,036,617	\$ 548,137		\$ 532,888	\$ 469,219	\$ 261,632	\$ 4,540,775	\$ 4,279,143		\$ 285,417	\$ 1,766,444

Management Discussion and Analysis

(Items with unfavorable budget variance more than \$0.1 million)

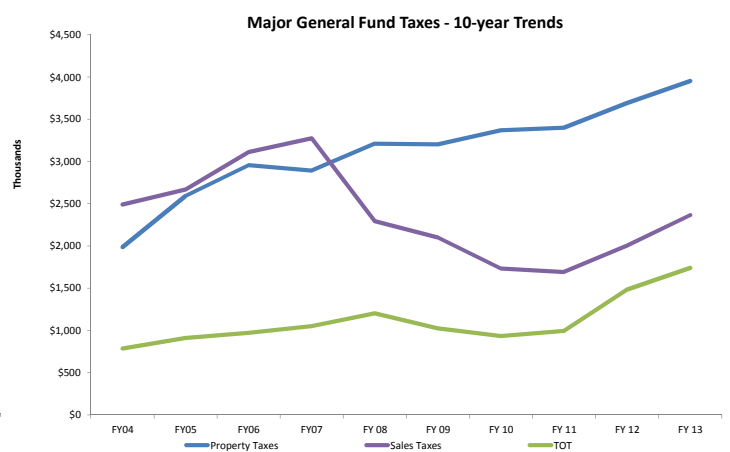
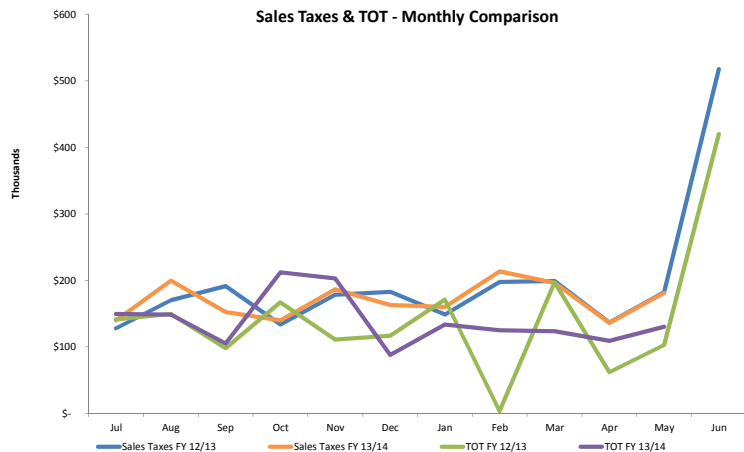
General Fund:

- a) Taxes – The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April. In addition, the majority of Sales Tax and Transient Occupancy Taxes received in July are related to June activities, which are subject to accounting adjustment. Further, the portion of property taxes related to the RDA dissolution are only distributed semi-annually
- b) Miscellaneous – This shortfall includes a reimbursement for a budgeted project that has not yet occurred. Also includes Anticipated Budget Savings that will not be realized until the end of the

Other Funds:

- Revenues-
- c) Intergovernmental – The budget includes an annual payment of \$0.3 million for roads that is received annually in June. A reimbursement grant for \$0.5 million for roads will be received when the project occurs.
- d) Other Financing Sources – The budget assumed the issuance of the 2nd in the series of Sewer Treatment Bonds of \$10.8 million, which will not occur in FY 14.
- e) Operating Transfer In – The Mid-Year Review added a transfer from the General Fund to the General Plan Maintenance Fund of \$0.55 million. This transfer is on a reimbursement basis and no costs have been incurred to date.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
For the Period Ended May 31, 2014

Disbursements Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
ABAG	FY 14/15 DUES	5/8/2014	1066889	\$5,552.00
ALS-JPA	REFUND OVERPAYMENT CONTRIBUTION TO NET6	5/30/2014	1067135	\$24,894.00
BELMONT FIRE DEPARTMENT EMPLOYEES	DIRECT DEPOSIT 5/15/14	5/15/2014	2388	\$88,300.65
BELMONT FIRE DEPARTMENT EMPLOYEES	DIRECT DEPOSIT 5/29/14	5/29/2014	2394	\$82,204.92
BURKE, WILLIAMS & SORENSEN, LL	VINARSKY v. BELMONT	5/8/2014	1066896	\$9,895.92
CALPERS	BFPD 457 PLAN 4/30/14	5/9/2014	2384	\$5,293.40
CALPERS	CITY PERS CONTRIBUTION 4/30/14	5/9/2014	2385	\$129,974.95
CALPERS	BFPD PERS CONTRIBUTION 4/30/14	5/9/2014	2386	\$31,159.43
CALPERS	BFPD PERS CONTRIBUTION 5/15/14	5/23/2014	2390	\$30,740.97
CALPERS	BFPD 457 PLAN 5/15/14	5/23/2014	2391	\$5,293.40
CALPERS	CITY 5/15/14 PERS CONTRIBUTION	5/27/2014	2392	\$129,762.79
CENTRAL COUNTY FIRE DEPARTMENT	JOINT TRAINING/3RD QUARTER	5/30/2014	1067143	\$21,599.50
CITY OF BELMONT EMPLOYEES	DIRECT DEPOSIT 5/15/14	5/15/2014	2383	\$355,935.04
CITY OF BELMONT EMPLOYEES	DIRECT DEPOSIT 5/30/14	5/30/2014	2393	\$349,867.95
COLANTUONO, HIGHSMITH & WHATLE	LEGAL ADVICE-JIM BAKA	5/23/2014	1067061	\$5,071.00
CSG CONSULTANTS, INC.	FIRE PLAN REVIEW SERVICES	5/23/2014	1067064	\$5,863.48
DEPARTMENT OF WATER RESOURCES	DAM FEES/NOTRE DAME	5/16/2014	1066978	\$7,492.00
FRANK, RIMERMAN CONSULTING	DYNAMICS GP ANNUAL MAINT 6/26/14-6/25/15	5/8/2014	1066906	\$26,180.99
GODBE RESEARCH	REVENUE MEASURE FEASIBILITY STUDY	5/16/2014	1066987	\$10,315.00
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	5/8/2014	1066915	\$36,635.47
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	5/23/2014	1067084	\$36,635.47
INTERMOUNTAIN SLURRY SEAL, INC	2013 CHIP SEAL PROJECT/CCN2013-518	5/23/2014	1067086	\$24,736.09
MID-PENINSULA WATER DISTRICT	WATER SERVICE-VAR ACCTS	5/30/2014	1067162	\$6,789.68
MORPHOTRUST USA	LIVE SCAN ANNUAL MAINTENANCE	5/16/2014	1067008	\$5,700.00
NASH, TERI	INSTRUCTOR PAYMENT	5/30/2014	EFT102	\$14,805.70
P.E.R.S. - HEALTH BENEFITS	CITY AND FIRE JUNE 2014 MEDICAL PREMIUMS	5/30/2014	1067167	\$161,814.26
PG&E	STREET LIGHTS	5/8/2014	1066926	\$7,619.00
PG&E	STREET LIGHTS	5/30/2014	1067169	\$7,631.19
SILICON VALLEY CLEAN WATER	MAY CONTRIBUTIONS	5/8/2014	1066931	\$205,885.17
TELECOMMUNICATIONS ENG. ASSOC.	SLAC UPGRADE MAINT. & SRVCS & MONTHLY BASE STATION MAINT.	5/23/2014	1067120	\$16,113.44
U.S. BANK CORP PAYMENT SYSTEM	CREDIT CARD-VARIOUS DEPARTMENTS	5/23/2014	1067124	\$9,695.49
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	BFPD EE & ER TAXES 5/15/14	5/21/2014	2398	\$26,739.83
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	CITY EE & ER TAXES 5/15/14	5/21/2014	2399	\$107,542.73
UNITED STORM WATER, INC.	TRASH CAPTURE INSTALL/CCN523	5/23/2014	1067125	\$9,462.48
URS CORPORATION	PROFESSIONAL SERVICES-576-600 EL CAMINO REAL	5/16/2014	1067039	\$10,122.42
UTILITY TELEPHONE, INC.	TELEPHONE SERVICES-VARIOUS DEPARTMENTS	5/16/2014	1067040	\$16,319.26
VALLEY OIL COMPANY	UNLEADED FUEL-VARIOUS DEPARTMENTS	5/23/2014	1067127	\$10,069.88
VISION INTERNET PROVIDERS, INC	FINAL PAYMENT WEBSITE	5/30/2014	1067180	\$9,484.00
WHITLOCK & WEINBERGER	RALSTON CORRIDOR STUDY/IMPROVEMENTS	5/8/2014	1066944	\$12,286.80
XTELESIS CORPORATION	TELEPHONE EQUIPMENT	5/30/2014	1067183	\$104,789.61
Total Disbursements in Excess of \$5,000				\$2,166,275.36
Total Count				40

Purchase Order Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
MAX-R	WASTE ENCLOSURES	5/27/2014	14 03550	\$45,000.00
JET MULCH, INC.	ENGINEERED WOOD FIBER	5/20/2014	14 03551	\$10,000.00
XTELESIS CORPORATION	TELEPHONE EQUIPMENT TRNG/5 YRS MAINTENANCE	5/20/2014	14 03556	\$120,508.00
OWEN EQUIPMENT SALES	STREET SWEEPER	5/1/2014	14 04853	\$282,586.50
VALLEY OIL COMPANY	OPEN PO-FUEL	5/7/2014	14 04855	\$25,000.00
Total Purchase Orders Issued in Excess of \$5,000				\$483,094.50
Total Count				5

CITY OF BELMONT TREASURER'S REPORT May-14



Agency Receipts and Disbursements Summary

	Beginning Balance March 1, 2014		Receipts		Disbursements		Ending Balance March 31, 2014
City of Belmont	\$28,765,056.97	\$	7,692,707.75	\$	(6,883,826.08)	\$	29,573,938.64
Belmont Fire Protection District	4,612,328.74		681,513.41		(509,095.14)		4,784,747.01
Fire Net 6 Communications JPA	442,130.60		-		(53,043.32)		389,087.28
Successor Agency of the RDA ¹	3,458,908.96		-		(21,187.51)		3,437,721.45
Total	\$37,278,425.27	\$	8,374,221.16	\$	(7,467,152.05)	\$	38,185,494.38

Balance Summary

		Deposit		Investments		Pool Total
City of Belmont, Belmont Fire Protection District, Fire Net 6 & Successor Agency of RDA	\$	2,431,987.72	\$	35,753,506.66	\$	38,185,494.38

¹ In accordance with ABX1 26, the Belmont Redevelopment Agency was dissolved January 31, 2012 and the Successor Agency to the former RDA was established on February 1, 2012.

I certify that this report accurately reflects all investments of City of Belmont, Belmont Fire Protection District, Net Six, and Successor Agency, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

John Violet
City Treasurer

CITY OF BELMONT TREASURER'S REPORT May-14

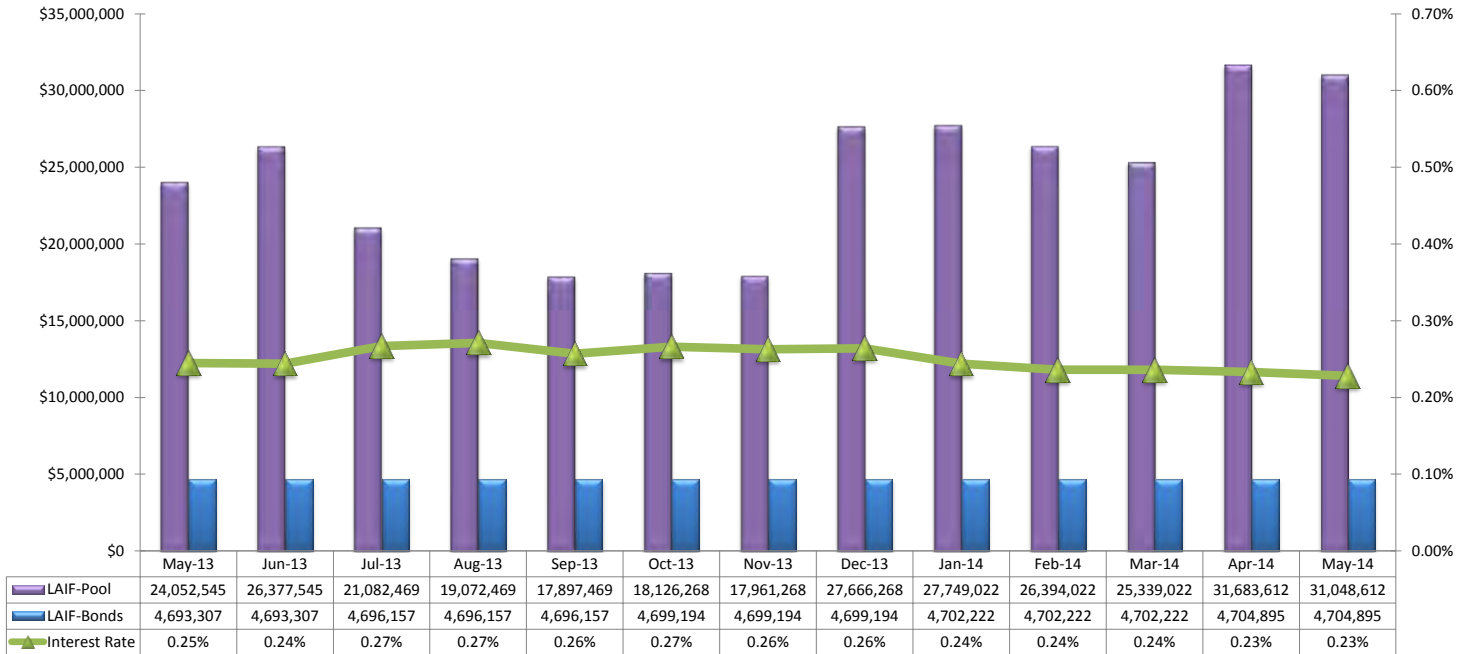


Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo	Daily	\$ 2,431,987.72	\$ 2,431,987.72					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	31,048,611.80	31,058,457.87	5,899.24		90 days	0.228%	LAIF	LAIF
L.A.I.F.-BONDS**	State of California	Daily	4,704,894.86	4,706,386.87	893.93		90 days	0.228%	LAIF	LAIF
Total			\$ 38,185,494.38	\$ 38,196,832.46	\$ 6,793.17					

**L.A.I.F.-RDA Bond account was opened 12/99, Sewer Bond account was opened 12/01, Sewer Treatment Bond account was opened 3/10.

City of Belmont Investment Portfolio Trends





STAFF REPORT

Meeting Date: July 8, 2014

Agenda Item #8C

Agency: City of Belmont

Staff Contact: Bozhena Palatnik, Public Works, 595-7463, bpalatnik@belmont.gov

Agenda Title: Informational Report Regarding the Status of the Program for Arterial System Synchronization (PASS) Project – Traffic Signal Timing Analysis for Traffic Signal Systems located along the Ralston Avenue Corridor

Agenda Action: Informational Report

Recommendation

This is an informational report to update the City Council on the implementation of project related changes to the traffic signal system timing located along the Ralston Avenue Corridor.

Background

The Department of Public Works received a grant from the Metropolitan Transportation Commission (MTC) in the Fall of 2013 for traffic signal timing analysis and improvement plans along the Ralston Avenue Corridor and adjacent traffic signals along El Camino Real and Old County Road. The project's scope of work included analysis of existing conditions, movement counts, travel time and delays, analysis of existing signal timing, development of timing plans including AM and PM school and peak hour traffic, and signal timing implementation of the new timing plans and evaluation of their effectiveness. MTC assigned the project to traffic engineering firm, DKS Associates to work with the City on the project.

The PASS sets to achieve a number of goals and objectives including:

- I. Goal: Improve air quality through decreased motor vehicle emissions and fuel consumption.
- II. Goal: Improve reliability and predictability of travel along arterials.
- III. Goal: Improve the safety of motorists, pedestrians, and bicyclists.

Analysis

After collecting traffic, pedestrian and bicycle volume data, reviewing existing traffic signal plans and analyzing local conditions during various times of the day, the consultant provided updated traffic signal timing plans to be implemented during various times of the day. The new traffic signal timing plans are designed to provide the following benefits to the users of the corridor:

- To comply with recent changes in the CA Manual of Uniform Traffic Control Devices (MUTCD) traffic timing guidelines
- Increase pedestrian walk time and “flash do not walk” time to improve pedestrian crossing at the impacted signalized intersections
- Increase minimum green time for bicyclists
- Improve travel time for bicyclists and drivers

- Reduce congestion along Ralston corridor during peak hours by coordinating traffic signal timings
- Reduce carbon monoxide and nitrogen monoxide emissions due to congestion and reduced idling times

The table below provides a summary of the percentage improvement expected from the existing conditions (Ralston Avenue from Christian Drive to Highway US-101 ramp /Island Parkway).

Roadway	Approach	Peak Hour	Signal delay/ Vehicle %	Stops/Vehicle %	Total Travel Time %	CO Emissions %	NOx Emissions %	Level of Service
Ralston Avenue	Westbound	A.M.	-13	-20	-6	-7	-7	C→C
		Midday	-17	-29	-7	-10	-10	C→C
		P.M.	-5	-20	-2	-6	-6	C→C
	Eastbound	A.M.	-8	-10	-4	-4	-4	D→C
		Midday	-20	-29	-9	-11	-11	C→C
		P.M.	-8	-13	-5	-6	-6	D→C

Notes:

Travel Time = the total time taken for all vehicles to travel through the corridor.

CO Emissions (kg) = the amount of Carbon Monoxide emissions by all vehicles traveling along the corridor in a period of one hour.

NOx Emissions (kg) = the amount of Nitrogen Monoxide emissions by all vehicles traveling along the corridor in a period of one hour.

Signal Communications

To provide a common time-source and enable communication between the City and Caltrans signals, a GPS Universal Time Base clocks were procured for the project by MTC. These clocks have now been installed by City staff, and are a key signal system upgrade component for the implementation of the new timing plan.



The next step of the project is to implement the traffic signal timing plans to improve traffic safety. DKS Associates will work with City staff to program the traffic controllers and will monitor the effectiveness of the new settings over the next six months. If any changes are needed, the consultant will review and revise the timing plans for the City's approval.

Due to its size, the recommendations report titled "Metropolitan Transportation Commission Program for Arterial System Synchronization (PASS) FY 13/14" it is available for review on the City's Public Works Department Webpage.

Alternatives

1. Return to staff for additional information

Attachments

- A. None

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*



STAFF REPORT

Meeting Date: July 8, 2014

Agenda Item #8D

Agency: City of Belmont

Staff Contact: Gilbert Yau, Department of Public Works, 650-595-7467, gyau@belmont.gov

Agenda Title: Resolution Approving Plans and Specifications, Authorizing Advertisement for Sealed Bids, Authorizing the City Manager to Execute a Contract to the Lowest Responsible Bidder for an Amount not to Exceed \$50,000, and Approving a Ten Percent Construction Contingency for the Marsten Avenue Storm Drain Repair Project, City Contract Number 2014-527

Agenda Action: Resolution

Recommendation

Staff recommends that the City Council: 1) approve plans and specifications; 2) authorize advertisement for sealed bids; 3) approve award of contract to the lowest responsible bidder for an amount not to exceed \$50,000; 4) approve a ten percent construction contingency; and 5) authorize the City Manager to execute a contract for the Marsten Avenue Storm Drain Repair Project, City Contract Number 2014-527.

Background

During a routine inspection in March 2014, staff found that part of the hillside adjacent to Marsten Avenue had eroded due to a storm water line break. Staff discovered a 140-foot long, by 5 to 8 foot deep incised erosion gully on the southeast facing slope below Marsten Avenue, between Christian Drive and Lori Drive. The existing 16-inch diameter Corrugated Metal Pipe (CMP) was broken and the water escaping from the broken pipe eroded the gully.

Analysis

To avoid further erosion of the hillside along Marsten Avenue, the broken pipe will be replaced with a high density polyethylene pipe (HDPE). The gully will be backfilled with small size rip rap materials. The finished surface of disturbed areas will be covered with filter fabric or tacked to the ground surface for erosion protection.

The estimated construction cost for the project is \$50,000, and is expected to take approximately 40 working days after award of a contract to the selected contractor. The Marsten Avenue Storm Drain Repair Project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (b) for the maintenance, repair or minor alteration of existing utility facilities.

Alternatives

1. Take no action
2. Refer back to staff for more information

Attachments

A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Storm Drain Improvement Project Fund 525-3-730-6001-9030

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$50,000, AND APPROVING A TEN PERCENT CONSTRUCTION CONTINGENCY FOR THE MARSTEN AVENUE STORM DRAIN REPAIR PROJECT, CITY CONTRACT NUMBER 2014-527

WHEREAS, during a routine inspection in March 2014, staff found a section hillside adjacent to Marsten Avenue had eroded due to a broken storm water pipe; and,

WHEREAS, the Marsten Avenue Storm Drain Repair Project will replace the broken pipe with a new HDPE pipe, backfill the gully with small-size rip rap material; and,

WHEREAS, the Marsten Avenue Storm Drain Repair Project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (b) for the maintenance, repair or minor alteration of existing utility facilities; and,

WHEREAS, the engineer's estimated cost is \$50,000 and will be funded by Storm Drain Improvement Project Fund 525-3-730-6001-9030.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Approves plans and specifications for the Marsten Avenue Storm Drain Repair Project, City Contract Number 2014-527.

SECTION 2. Authorizes advertisement for sealed bids for this work.

SECTION 3. Approves the award of contract to the lowest responsible bidder for an amount not to exceed \$50,000, and a ten percent construction contingency.

SECTION 4. Authorizes the City Manager to execute the contract with the lowest responsible bidder.

* * *

ADOPTED July 8, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: July 8, 2014

Agenda Item #

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Director, (650) 595-7440
cdemelo@belmont.gov

Agenda Title: Resolution Of The City Council Authorizing A Service Agreement With Dyett & Bhatia, Urban and Regional Planners, For An Amount Not To Exceed \$550,000 For General Plan Consulting Services For The 2035 Belmont Village & General Plan Update Project

Agenda Action: Resolution Authorizing Professional Service Agreement

Recommendation

Staff recommends the City Council adopt the resolution authorizing the City Manager to enter into a Service Agreement with Dyett & Bhatia, Urban and Regional Planners, for an amount not to exceed \$550,000 to provide General Plan Consulting Services for the 2035 Belmont Village & General Plan Update Project.

Background/Analysis

At the February 11, 2014 City Council meeting, the Council moved an *Action Plan* forward including authorizing staff to obtain necessary professional consultant proposals to:

- 1) Assist in finalizing the existing draft Belmont Village documents;
- 2) Update the City's General Plan Elements (Land Use, Circulation/Mobility, and others as appropriate);
- 3) Prepare the associated Program Environmental Impact Report (EIR);
- 4) Create a specific/implementation plan to ensure that the City's regulatory documents also facilitate transformation of Downtown Belmont to a thriving, walkable commercial and residential activity node.

The Council also authorized a General Fund advance (not to exceed \$550,000) as part of their Mid-Year review to provide staff with the necessary resources to complete above-described Action Plan items 1-3. This General Fund loan will be repaid via anticipated development, housing, and CEQA impact fees to be established in conjunction with this project.

Earlier this spring, staff solicited Scopes of Work and conducted initial interviews with consultant firms for the project. The three firms submitting proposals were Dyett & Bhatia, Placeworks General Plan Consultants, and URS Corporation. At their May 13, 2014 City Council meeting, the Council appointed a Council subcommittee (Vice Mayor Braunstein and Councilmember Wright) to assist staff in evaluating and recommending the Project consultant. On June 13 & 19, 2014, the Council Subcommittee evaluated proposals, conducted consultant firm interviews, and developed a final recommendation selecting Dyett & Bhatia as the 2035 Belmont Village & General Plan Update Project consultant.

Dyett & Bhatia is an experienced, professional, and qualified General Plan, Environmental Services, and Planning firm that has worked on numerous projects in the Bay Area. Staff and the City Council Subcommittee believe that the estimated costs for the General Plan Consulting services are reasonable, and the scope of work is appropriate for the proposed project. Their scope of work, anticipated schedule, and costs are outlined in their proposal (see attachment B).

Belmont Village Specific/Implementation Plan

In a separate (but connected) effort in January 2014, the City filed a grant application (\$550,000) to the San Mateo City/County Association of Governments (C/CAG) Priority Development Area (“PDA”) Planning Program. The key goals of the C/CAG PDA Planning Program are:

- Support intensified land uses and increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors;
- Assist in streamlining the entitlement process and help PDA’s become more development ready;
- Address challenges to achieving infill development and higher densities.

Belmont’s grant will assist with its Downtown Revitalization efforts (see Action Plan Item 4) for the Belmont Village PDA that will specifically address area-wide parking, streetscape, development, and financing implementation strategies, likely resulting in a Specific/Implementation Plan for this key development area of the City. The application (\$440,000 grant award with a Belmont commitment of \$110,000) has been approved by C/CAG and the Metropolitan Transportation Commission (MTC) for funding. In the fall, city staff will prepare a Request for Proposals (RFP) for consultant assistance to prepare the Belmont Village Specific/Implementation Plan. Major work efforts associated with this phase will begin in earnest in January 2015 as this is the earliest time that these (federal) grant funds will be released for the project.

Alternatives

1. Solicit additional proposals from other consultants.
2. Provide alternative direction to staff.
3. Take no action.

Attachments

- A. Implementing Resolution
- B. Scope of Work/Consultant Proposal from Dyett & Bhatia

Fiscal Impact

The Council authorized a \$550,000 General Fund advance as part of their 2014 Mid-Year review to provide staff with the necessary resources to complete the 2035 Belmont Village & General Plan Update Project (Action Plan Items 1-3). This General Fund loan will be repaid via anticipated development, housing, and CEQA impact fees to be established in conjunction with this project. The General Fund advance (to the General Plan Maintenance Fund - account number: 212-906-8351) has been completed in accordance with adoption of the FY2014-15 Budget.

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: 212-906-8351

Source:

- ☒ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other

Purpose:

- ☐ Statutory/Contractual Requirement
- ☒ Council Vision/Priority
- ☐ Discretionary Action
- ☒ Plan Implementation

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING A SERVICE AGREEMENT BETWEEN THE CITY OF BELMONT AND
DYETT & BHATIA, URBAN AND REGIONAL PLANNERS, IN AN AMOUNT NOT TO
EXCEED \$550,000 FOR GENERAL PLAN CONSULTING SERVICES FOR THE
2035 BELMONT VILLAGE AND GENERAL PLAN UPDATE PROJECT**

WHEREAS, the Belmont City Council desires to complete the 2035 Belmont Village and General Plan Update Project for the City of Belmont; and,

WHEREAS, Dyett & Bhatia, Urban and Regional Planners, possess required skills and expertise in this area that would be of benefit to the City in its 2035 Belmont Village and General Plan Update Project; and,

WHEREAS, The City has received a proposal from Dyett & Bhatia for General Plan Consulting Services and finds that the estimated costs are reasonable, and that the scope of work is appropriate for the project.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. To authorize the City Manager to enter into a Service Agreement between the City of Belmont and Dyett & Bhatia, Urban and Regional Planners, in an amount not to exceed \$550,000 for General Plan Consulting Services for the 2035 Belmont Village and General Plan Update Project.

* * * * *

ADOPTED July 8, 2014, by the City Council of the City of Belmont by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Proposal for City of Belmont

General Plan Consulting Services



Submitted by

DYETT & BHATIA

Urban and Regional Planners

with

W-Trans

ICF International

June 19, 2014

DYETT & BHATIA

Urban and Regional Planners

June 19, 2014

Carlos de Melo, Community Development Director
City of Belmont
One Twin Pines Lane, Suite 110
Belmont, CA 94002

Re: Proposal for General Plan Consulting Services

Dear Mr. de Melo:

In response to your request, we are submitting this proposal to support the Council's recently-approved action program for Downtown Revitalization Planning. This program includes completion of the Belmont Village General Plan Element with supporting zoning and design guidelines, and a concurrent update of the Land Use and Circulation & Mobility Elements of the General Plan along with a Program EIR. The updated General Plan elements will establish a cohesive vision for the City's evolution; promote Downtown vitality, livability, and mobility; and strengthen walkability and connectivity within neighborhoods and to the Village and other employment areas.

Key challenges are likely to include appropriate building intensities for industrial and mixed use development, how far to go with policies on public art, public landscape and connectivity, whether to expand design review, and whether to create a formal Cultural Resource Improvement Program. Our job will be to work with the community and City officials to develop appropriate details for a General Plan policy and action program that could put these ideas in place. Whatever new policy initiatives wind up being included, they will have to be carefully balanced, recognizing the finite amount of land available for employment uses and new housing that the City can leverage for community benefits.

Our Team

Dyett & Bhatia

Dyett & Bhatia (D&B) will lead planning, zoning, and environmental review. D&B specializes in preparing general plans and has completed these for more than 60 cities throughout California and 20 Bay Area communities, all from our one office in San Francisco. San Mateo County general plans include South San Francisco and San Bruno (completed); Pacifica, Half Moon Bay, unincorporated Princeton and Colma (underway). We also prepared the EIR on the staff-led General Plan for Daly City. Additional comprehensive Bay Area general plan experience includes Emeryville, Santa Clara, Rohnert Park, San Pablo, Concord, San Ramon, Santa Rosa, Petaluma, Pittsburg, and Castro Valley.

D&B also maintains a unique group of four planners writing zoning full time that works across the state and nationally, with current work for communities as diverse as Santa Monica, Beverly Hills, Fresno, and Honolulu. The group has exceptional expertise in transitioning older industrial areas and designing community benefits programs. In the last few years, we have completed comprehensive new zoning regulations in the county for San Carlos and South San Francisco.

DYETT & BHATIA

Urban and Regional Planners

Sub-Consultant Team Members

D&B will be supported by a team of skilled firms with direct Belmont and County experience:

- **W-Trans.** W-Trans is leading the Ralston Avenue Study, as well as related transportation planning projects in the City and on the Peninsula. We have worked extensively with them and are confident in being able to integrate their technical efforts into the overall update and the Program EIR efficiently.
- **ICF, Environmental Consultants.** ICF has a staff of 100+ in the Bay Area, enabling work on the EIR to be performed by specialists for each topic. We also have had a long-standing relationship with ICF, enabling efficient workflow between our two firms. They have worked extensively in Peninsula communities.

Our Approach, Scope of Work, and Community Engagement

We have outlined a detailed project approach and scope that reflects the project's needs as we understand them. The Program EIR and the General Plan elements will be prepared concurrently to ensure synergies and a "self-mitigating" General Plan.

Successful community engagement and involvement is critical to the success of the planning process. We have outlined a comprehensive community outreach program that builds on what City staff already has done and will engage the community in collaboratively shaping policies for the Plan elements. In addition to community workshops, our scope of work includes printing and mailing a mail-in survey sent to all households; study session with the Commission and Council; and use of social media to engage the diverse citizenry and provide a wide range of tools for participation.

Key Individuals

Michael V. Dyett, FAICP will be the Overall Principal-in-Charge. He is familiar with Belmont through prior work on the sign regulations and preliminary zoning concepts for the Village. He also has worked for other Peninsula cities (Pacifica, San Carlos, Menlo Park, San Mateo, and South San Francisco), and is one of the most experienced general plan preparers statewide. He has taken all of his general plans to successful completion. He will be supported by Sophie Martin, Principal, who will help on community engagement; Peter Winch, Senior Associate, who will serve as the Project Manager for the Land Use and Circulation & Mobility Elements update; and Josh Pollak, Associate, who will be the Project Manager for the EIR.

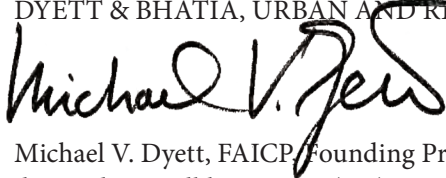
Commitment and Creativity

Dyett & Bhatia is committed to creative, quality work, the caliber of which is evidenced by our record of adopted plans and our 14 awards in the last five years alone from the American Planning Association, including a National Award for the San Pablo General Plan Health Element last year. Three of our general plans have won statewide American Planning Association Honor awards. As an independent firm with one office in San Francisco and a staff of 24 focused exclusively on urban planning, Dyett & Bhatia uniquely blends depth of planning expertise with personal attention of firm principals to every assignment.

Please let me know if you have any questions about our proposed scope of work and budget. We look forward to the possibility of working with the City on this assignment

Cordially,

DYETT & BHATIA, URBAN AND REGIONAL PLANNERS



Michael V. Dyett, FAICP, Founding Principal
dyett@dyettandbhatia.com, (415) 956-4300 x14

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1.1 INTRODUCTION

The Belmont City Council has recently approved an action program to support the Downtown Revitalization Planning. This includes completion of the Belmont Village General Plan Element with supporting zoning and design guidelines, and a concurrent update of the Land Use and Circulation & Mobility Elements of the General Plan. A Program EIR also is needed to enable Planning Commission and Council action on these planning and regulatory documents. Much work has been done, and the City has a consultant team in place to finish work on the Belmont Village documents. This proposal, prepared at the request of City staff, presents a scope of work and budget for the other efforts, including focused public participation activities to ensure an open and transparent process.

A core principle in the visioning that the City has done is the importance of ensuring that the development occurring under the General Plan Village Element and the General Plan overall will provide benefits to the community. Traditional approaches to land use regulation have long required development to meet minimum standards intended to protect public welfare and to help achieve the community's shared vision of a quality environment. The Village Element and the updated Land Use and Circulation & Mobility Elements can go a step farther,

proposing a more comprehensive and structured approach based on the principle that in exchange for allowing incremental increases in development intensity, the developer must include in the project certain preferred uses, beneficial design features, or other development standards that serve the community's core needs. Plan policies on community benefit also can address the additional burden that development may place on the community. The challenge will be to strike the right balance, so the procedures for implementing the General Plan community benefits policies is not too onerous and time-consuming and developers see sufficient economic value at the end, with some certainty, that providing the community benefits makes sense to them. Lessons from peer cities provide some guidance on how this can be done.

The creation of an effective, legal, and workable policy framework to implement a community benefits program policies can contribute directly to the community's fundamental social, cultural, physical, transportation and environmental goals will be one of the most challenging aspects of the update. The consultant team can provide background information and examples to help City officials, residents and other stakeholders engage in a dialogue about policy issues and directions that should be considered during the update with the objective of supporting the Downtown Revitalization effort.



The topics below outline our preliminary understanding of the City's objectives for the Downtown Revitalization effort and General Plan Update and present our approach to addressing the key issues for the assignment. They include:

Working with the community and decision-makers refine policies for the Land Use and Circulation & Mobility Elements so they can be readily translated into map designations and a viable implementation program

The City has titled the process as an "update," reflecting a desire for from-the-ground-up thinking to position the community to support Downtown Revitalization and other City goals. The perspectives, desires, and concerns of community members, decision-makers, City staff, and other stakeholders will provide the foundation for new General Plan elements, but details still need to be worked out. The General Plan should not defer decisions by calling for more studies, but rather provide specific direction for implementation, zoning and development review. Two "issues and options" papers can focus on and evaluate specific policy options for the Land Use and Circulation & Mobility Elements. Issues gleaned from the preliminary staff draft of the Land Use Element include:

Land Use, Open Space, Recreation and Historic Preservation Issues

- Appropriate land use and zoning designations for schools, institutions and public and public service uses;
- Buffering and transition standards for the commercial/residential interface;
- Density bonuses and other incentives for green buildings and other desired development outcomes;
- How to differentiate open space designations for passive vs. active recreation; the need for consistent design standards for the interface between open space and adjoining neighborhoods; and how these would fit with Urban/Wildland Interface Zones;
- Whether the City should have a formal policy and requirements for public art, public landscape and connectivity;
- New initiatives for historic preservation, such as the Cultural Resource and Improvement Pro-

gram and mitigation fees for demolition of historic or architecturally significant buildings;

- Transfer of development rights and whether such a program is needed and/or feasible in Belmont; and
- Policies and funding for recreational facilities in underserved neighborhoods.

Circulation & Mobility Issues

- Standards for "Complete Streets" and correlation of updated/new functional street classifications (e.g. boulevards and avenues, or pedestrian-oriented vs. auto-oriented) with land use;
- Performance and prescriptive measures that will increase connectivity, mobility and use of alternate modes of travel;
- Locations for park and ride services;
- ADA requirements and sidewalk retrofitting needs to ensure reasonable accommodations for persons with disabilities; and
- Policies and programs for parking management.

These papers can help engage the diverse citizenry in Belmont at planned workshops and facilitate subsequent Planning Commission and City Council discussions and direction on policy-drafting.

Enhancing the City's fiscal and economic health by identifying land use and transportation strategies that can support a strong job base and promote revitalization of Downtown

The Belmont Village Element is well conceived and likely to be an effective force for Downtown Revitalization. The General Plan Land Use and Circulation Elements can include additional policies on fiscal sustainability, as suggested above, to support overall job growth. ABAG's most recent projections envision 1,340 new jobs over the next 20 years (2015 to 2035). Household population growth will be less robust, with only about 850 new units needed by 2035, to serve a total population of 28,800, which is down from earlier ABAG projections. We will evaluate how the City can realize this job growth and find the right balance of residential and non-residential land uses, while maintaining adequate public facilities and amenities. We also will evaluate the merits of including new policy initiatives on development mitigation and other fee programs in the context of applicable law.

Providing clear direction on allowable densities and the intensity of non-residential development

The General Plan Land Use Element must have density and intensity standards and cannot defer these to a discretionary review or PD process without clear guidance. Current zoning standards for development sites outside of the Village can be evaluated and compared with the densities and intensity realized in recent development. The General Plan also can state under what conditions an increase in the base density or FAR might be allowed and who should make that determination. These determinations have been made for Belmont Village, but not for the industrial land use designations or for mixed use in East Belmont.

Articulating policies and strategies for achieving “Community Benefit”

These may include height or FAR bonuses in specific areas, which would be indicated on a map. Qualifying benefits may include without limitation workforce housing, pedestrian-oriented development, additional landscaping, retrofitting underserved areas with new public or private recreation facilities, green building or historic preservation. A cohesive strategy can help support Downtown, while also facilitating walking, biking, and reduction in greenhouse gas emissions. Dyett & Bhatia will draw on our experience with community benefit programs in peer communities.

Coordinating with the regional Sustainable Communities Strategy

As a result of the passage of AB 32 and SB 375, MTC and ABAG developed a combined Sustainable Communities Strategy/Regional Transportation Plan, called Plan Bay Area. The Belmont Village planning is consistent with the Priority Development Area (PDA) Program that has been set up to facilitate implementation of Plan Bay Area. The City can benefit from designing the Land Use and Circulation & Mobility Element Updates take advantage of streamlining and tiering opportunities outlined in SB 375. These updates also can position the City get One Bay Area Grant Program (OBAG) funding for local transportation improvements in the future in support of Belmont’s PDAs.

Dyett & Bhatia offers exceptional knowledge of SB 375 and AB 32, as we led preparation of the Plan Bay Area EIR for the Metropolitan Transportation Commission/Association of Bay Area Governments and have been helping local governments align general plans with Plan Bay Area. We also bring leading edge understanding of integrating land use and transportation planning to achieve air quality and climate change objectives, connections between regional and local planning, and potential streamlining and tiering benefits for local jurisdictions.

Integrating Sustainability in the General Plan

The City is now required to look at the greenhouse gas (GHG) impacts of the General Plan as part of the EIR. Belmont has flexibility in establishing its own thresholds to determine whether a project will help reduce GHG emissions to 1990 levels by 2020, and if not, outline all feasible mitigation to achieve that goal or adopt a statement of overriding considerations. A qualified GHG reduction strategy can help establish a unified citywide approach and provide environmental clearance for individual development review projects, streamlining the development review process and facilitating economic development.

We also believe that sustainability is not a separate “plug in” to the General Plan, but needs to be woven throughout the Plan. The General Plan as a whole needs to address environmental and resource sustainability, energy efficiency, water conservation, natural drainage and stormwater management, community health, social equity and economic prosperity, and climate change and preparedness, while remaining sensitive to the Belmont context and the City’s economic development objectives. The Land Use and Circulation & Mobility Element Updates can be crafted with these larger concepts in mind.

Ensuring that the Land Use and Circulation & Mobility Elements respond to public health considerations

Although not a legislative requirement, communities are increasingly becoming aware of the linkages between public health and the built environment—such as, does the land use and circulation

pattern allow for walking for short trips, and easy access to recreation and fresh food? Dyett & Bhatia prepared San Pablo's General Plan Health Element, which addressed these and other related issues, as well as outlined important linkages between different elements. The element recently won the National American Planning Association award for environmental planning.

Retooling the community for an aging population

Belmont's population, like elsewhere in the Bay Area, is aging. About two-thirds of the population increase in the Bay Area overall will result from an aging population (deaths minus births), rather than in-migration. In the coming two decades, population in the 55+ age group is likely to equal the population below this age. This means that cities and neighborhoods must be retooled to meet the needs of an aging population—from appropriate housing stock to ensuring to encouraging active and independent living, and access to amenities and services. Belmont will be addressing this issue in the Housing Element Update. More could be done, in terms of land use arrangements, mobility, access to services and health care, and recreation.

Preparing a General Plan that is easily used and attractively designed, and can be efficiently revised to incorporate future amendments and updates

A long-range document such as a General Plan should be dynamic in order to stay relevant. Belmont's Land Use and Circulation & Mobility Elements will be strategy-driven, focused on vision, policies, and implementation and outcomes, rather than a regurgitation of existing conditions or expressing topics for further study. Policies will be tailored to Belmont's unique needs, provide clear direction, but flexible to adapt to changing conditions over time. Maps, diagrams, illustrations, color, and web-compatibility will be used to ensure clarity and usability. The final Elements will be designed to be easily navigable in hardcopy and electronically.

Streamlining the environmental review process and future project review

Both the Plan Elements and the EIR will be prepared by the same group of core planners, relying on technical expertise, enabling us to work effi-

ciently; build mitigation strategies into the land use, circulation, and open space frameworks to create a self-mitigating General Plan; focus analysis on targeted development areas within the General Plan (with the related CEQA streamlining for follow-on projects); and use the environmental discovery process to inform planning and development assumptions.

The Program EIR will not only meet legal requirements, but also help streamline subsequent project-level review. At the state level, there have been many efforts to change CEQA with the intent of reducing risk, cost, and time spent with entitling development. However, the most powerful streamlining tools are those that have been a part of CEQA and the Guidelines for years. We will build on existing efforts, as well as the Plan Bay Area EIR, in order to maximize the value of our work.

1.2 DYETT & BHATIA'S GENERAL PLAN WORK METHOD

Plan-making as a Collaborative Process

At Dyett & Bhatia, we believe that plan-making is a collaborative process that involves decision-makers, the public and staff. We use the best tools available for research and analysis and are adept at synthesizing a wide range of information into choices that are logical and understandable. Through our efforts, we seek to articulate a framework for development that has lasting value, and policies, programs and standards that provide a path for communities to attain their vision of the future. Our work is "place based", and we always tailor our work programs to each community's needs; we don't have "cookie-cutter" solutions, nor are we missionaries, advocating a particularly community design philosophy. We also try to resolve issue and not defer them, and avoid, whenever possible, vague policy statements about "encouraging" or "considering" something. These terms are meaningless in practice. If there is broad community support for a concept, such as public art, expanded design review, or a Cultural Resource Improvement Program, our job will be to develop appropriate details for a General Plan policy and action program that could put this in place.

Informing Decision-makers

Our work has value only if it results in good decisions by those we serve. We provide information and ideas that enable confident choices. We help communities work through controversy by making even-handed presentations that build trust in the planning process. We firmly believe that planning decisions must express a community's personality and its perception of the public interest.

Our job is to offer creative choices that respond to local issues and concerns and outline the economic, fiscal, and environmental trade-offs. Putting well-crafted policies and programs, supporting specific standards, procedures and project review criteria will enable the Belmont General Plan to serve as the City's constitution. To be effective, this constitution should:

- Be clear, concise, easy to use, and internally consistent; and
- Provide clear direction for evaluating development proposals and for planning capital improvements.

Translating Visioning into Policies and Actions

Dyett & Bhatia will offer policy choices for Belmont's long-term future that are meaningful and provide a basis for evaluation, building on the visioning efforts already undertaken by the City. In identifying policy and program options for the Land Use and Circulation & Mobility Elements, we will walk the line between "big idea" planning concepts (i.e., strong, vital downtown), abstract implementation (e.g. transfer of development rights) and incremental changes within the established pattern of land uses. Too great an emphasis on the first or second type of options can result in intellectually attractive but unrealistic proposals. Too great an emphasis on the latter approach can lead to alternatives that solve short-term problems but provide too little direction for the future.

We have had success developing "planning options" in response to critical issues and concerns as a means of focusing discussion at community workshops. Issues and options go together; for each issue, the planner's job is to offer choices and com-

pare their effects. Such choices require trade-offs because no single option is likely to satisfy all concerns. The economic, fiscal, social, and environmental effects of several options must be evaluated. We will frame the questions and provide decision-makers with enough information to allow them to feel confident about their choices. We believe that this approach is essential to provide the detail expected from the Land Use and Circulation & Mobility Elements in the General Plan and move beyond generalities to a specific action program.

Once the policy options are reviewed, we hope the Planning Commission and City Council will have a good idea of which ideas and approaches to the new General Plan elements have broad support among Belmont residents. The updated elements will represent a complex balancing of the needs and desires of various groups, including homeowners, landowners, developers, employers, children, and the elderly. Striking the right balance will be the key to a successful process.

Emphasis on Implementation

At Dyett & Bhatia we truly believe that implementation is an integral part of the planning process, not an afterthought. This will be critical to ensure that Belmont's new Plan elements have the desired result, and do not just represent "shelf-art" but are effective tools for Downtown Revitalization—programming public improvements and guiding private development. Our considerable experience writing zoning and development regulations informs practical policy formulation to effectively achieve community goals. Successful implementation requires that the new Plan elements:

- Reflect a consensus among City officials and stakeholders on implementation methods;
- Contain the right mix of regulatory options, incentives, guidelines and potential public and private initiatives to achieve community benefits;
- Articulate policies and programs that are realistic and balance flexibility and certainty, flexibility and review time, flexibility and administrative costs, and development cost and design quality; and

- Provide strategies that will lend themselves to the unique characteristics and needs of opportunity sites within the City's Planning Area and provide a flexible and enduring framework for development as well as protection of neighborhood character.

Working with City Staff

We envision working in close partnership with City staff as we have done in the past. The complementary skills and knowledge of City staff and consultant team can result in a process that is efficient and planning documents that are effective. Staff's familiarity with the City's issues and resources, coupled with consultants' technical expertise and broad experience, will ensure that Plan policies are realistic and have broad community support, and allow Belmont to gain from the experience of other communities.

We expect City staff to help in coordinating with the City Council and the Planning Commission and maintaining a liaison with residents and business and property owners and their representatives. Staff also will provide baseline information, such as on development projects, planned street improvements, and other resources. Another essential City staff role is to review all draft products, provide unified direction to the consultant, and resolve conflicts that may result from review by individual department heads.

General Plan Structure

Belmont's new Plan elements need to provide overall strategies and policies that provide clear direction but could also include recommendations for development standards that promote economic development, foster sustainability and livability, protect sensitive uses and open space, and streamline project review procedures and other such provisions that will make it easier to implement the Plan's policies and achieve its objectives. Ideally, the General Plan should provide the vision and policy direction, zoning should implement this vision, and if necessary, design and other guide-

lines (such as those relating to the Village or green building, for example) should provide direction on qualitative issues and serve as a basis for discretionary review. A well-crafted General Plan will simplify the all-important task of converting policies into effective rules and regulations to guide land use and development.

We also believe that a General Plan should be policy, rather than background information driven. Issues and other background information belong elsewhere, and not in a plan. Policy language should be well crafted and precise, so there is no ambiguity about what it means. Policies should provide adequate direction for implementation. Policies should also not be duplicative, which helps avoid inconsistency if one part of the General Plan is amended and not another.

The General Plan should also rely on maps, diagrams, and other visual information to make intention clear. Where an item has been conveyed on a map, it need not be repeated in text. The General Plan should also strive to provide standards, which are items that can be mapped or measured, where appropriate, such as for traffic, bikeways, park size and location, etc.

Environmental Review

The EIR for the new General Plan elements and the Village implementation documents (zoning and design guidelines) will be a Program EIR. A Program EIR allows for the consideration of a broad range of environmental issues and is designed to streamline the environmental review process for subsequent projects. It may serve as a baseline for project analysis, and covers the general environmental impacts of the General Plan. However, if a project arises that is beyond the scope of the original analysis, it can be revisited and amended.

The D&B team, along with W-Trans and ICF to provide technical expertise, has extensive knowledge of and experience with the preparation of Program EIRs for general plans in the Bay Area.

Integrating the General Plan and the Environmental Review

The approach to environmental assessment has five key objectives:

- To ensure that environmental opportunities and constraints identified in the investigation of existing conditions are reflected in the development of the Land Use and Circulation & Mobility Elements; thus, in effect, integrating the planning and environmental process;
- To identify General Plan policies that will mitigate any adverse environmental effects of Plan implementation, resulting in a “self-mitigating” plan. Virtually all of our General Plan EIRs (more than 15 in the last 10 years) do not have even a single added-on mitigation;
- To fully satisfy CEQA requirements for environmental documentation of the General Plan Update and provide a compendium of environmental information;
- To make maximum use of the environmental information available through plans and various environmental documents and specific studies in the City, as well as information from regional and state agencies; and
- To create a document that can minimize the environmental review required for the evaluation of future development projects consistent with the updated General Plan.

We have been able to achieve these objectives through use of the following techniques:

- Establishment of a comprehensive data set for existing conditions for all environmental issue areas through the preparation of the technical background reports;
- Development of critical environmental review methodology to objectively analyze the updated General Plan’s policy implications and implementation components;
- Determination of relevant environmental impacts based upon sound technical analyses, and use of appropriate and applicable thresholds of significance for the policy evaluation and documentation of thresholds of significance for the evaluation of future development projects within the City;
- Communication of the information on environmental impacts to the consulting project team, City staff, the public, and decision-makers resulting in a cohesive integrated Plan analysis and implementation strategy; and
- Compliance with all aspects of the environmental review process (including the scoping process, EIR preparation, Draft EIR public review, response to comments, and the Mitigation Monitoring Program) with CEQA and the CEQA Guidelines (as amended through September 2004).

2 PUBLIC PARTICIPATION

2.1 OVERVIEW

Community engagement will be achieved through a multi-pronged program that encourages the participation of a wide range of community members—residents, students, merchants, and property owners—as well as interested groups and agencies such as transit providers, affordable housing providers, and local community-based organizations. It is also important that the City encourages participation of generally underrepresented groups, so that the General Plan can reflect the needs of communities of concern.

An effective public participation program should create confidence in the planning process, be meaningful and outcome driven rather than just process oriented, and rally the community behind the adopted plan. Our approach emphasizes engaging participants in positive and productive dialogue, not duplicating what already has been done, but focusing on confirming and implementing the vision - the details that need to be addressed in policy drafting. Initially, the dialogue led by City staff and the Village consultants has involved shared concerns, information and goals – and developed trust and rapport. On this foundation, participants can succeed in refining policies to implement their shared vision collaboratively and in the community's own voice.

Dyett & Bhatia offers strong community engagement skills. We will rely on traditional and new media to build interest, participation, and commitment. Community workshops, stakeholder interviews and forums, a citywide survey, and online resources will engage people in the process and give each person an opportunity to share opinions and give feedback.

The process will be streamlined, involving the community in a limited number of public workshops and also having study sessions with the Planning Commission and the City Council prior to formal EIR certification and adoption hearings.

This section outlines Dyett & Bhatia's approach to community outreach and participation, and provides an overview of program components described in our Scope of Work. The program is preliminary; we look forward to working with City staff to adapt this program to best address Belmont's needs and not duplicate Staff's prior work.

2.2 APPROACH

Objectives

Successful plan making requires a collaborative relationship between the general public, community representatives, the planning team, and decision makers. As we envision it, the community outreach and participation program would fulfill three broad purposes:

- **Educate** the public about the purposes of the plans; their physical, economic, and social implications; planning concepts such as sustainability and transit-oriented development; the planning process; and how they can be involved.
- **Listen** attentively and with an open mind to community ideas, concerns, and issues.
- **Respond** to the community input and achieve strong support and shared ownership among diverse stakeholders and throughout the community. Use lay-friendly methods for explaining concepts and presenting choices, and involve decision-makers at key decision points throughout the process.

Broad Participation

Family obligations, job conflicts, or other commitments can get in the way of community member participation. Nonetheless, community planning requires an engaged and knowledgeable citizenry committed to the future of the community. We plan to overcome participation resistance in several ways. First, the planning effort needs to be transparent and relevant. We will strive to frame issues and decisions in ways that relate to people in meaningful ways.

Second, shaping the future is an exciting endeavor. Our community facilitation strategies will allow community members to share in that excitement. A survey measuring attitudes and soliciting feedback on policy options can help ensure full input and engagement by the entire community. Stakeholders meetings and focus groups allow targeted outreach. Workshop participants will have direct hands-on opportunities brainstorm possibilities, and generate land use/circulation alternatives. Online outreach can also reach more interested community members.

2.3 COMPONENTS

Community Workshops

Community meetings will provide an important opportunity to understand issues and preferences, and will tap into the imagination of each participant. Community input at these meetings will help inform our recommendations. Three workshops are included in the Scope of Work: one confirming and focusing the community's vision; one on Land Use; and one on Circulation & Mobility. A third "open house" would be held to introduce the Draft Plan. Community meeting formats will vary based on the stage of the planning process, allowing work in small groups where everyone can have a voice early in the process, as well as community open houses later in the process, that allow people to spend as much or as little time as they like to provide input. Each workshop and open house would be structured as an event for the entire family and use innovative participation techniques that engage public interest, maximize opportunities for input. Workshop results will be documented and made available online and in press releases for use by local news outlets. It is essential that community members know that their input has been heard and is being considered in the planning process.

Format & Methods

Each workshop format will be defined in collaboration with City staff in response to the specific objectives of the planning process. Workshop methods may include:

- Large-scale base maps or aerials for recording of community issues and preferred options.
- Note cards, post-its and other comments that articulate concerns, planning issues, and reactions to planning options.
- Small group "break-out" sessions addressing issues, land use/transportation options, and candidate policies and implementation programs.
- Flip charts on which public comments are graphically recorded.

Newsletters

Newsletters can be developed at key points in the process and posted on the project website. A newsletter is an excellent vehicle for informing the public about the planning process, describing how they as citizens can participate and presenting schedules, information about community workshops, key issues, plan alternatives, and policy recommendations. The newsletters will emphasize graphics, photos, and illustrations in order to be eye-catching and make the planning concepts easily understood. This project could develop a stand-alone newsletter or incorporate project information into City publications, depending on lead times and City preferences.

Optional Community-wide Survey

Surveys are an excellent and economical complement to public workshops, enabling input from those unable to or disinclined to attend workshops. They also can provide useful information for the Commission and Council on community feedback. A community-wide survey will go out to all residents and businesses at the "policy options" phase. Survey results would be tabulated, summarized, and made available to decision makers—as well as the public—as they review our recommendations.

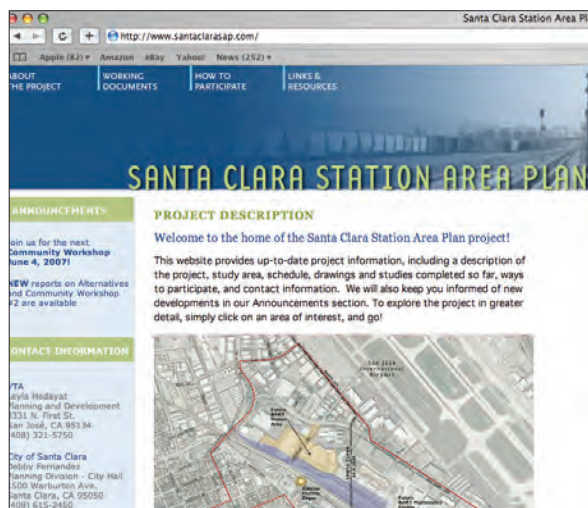
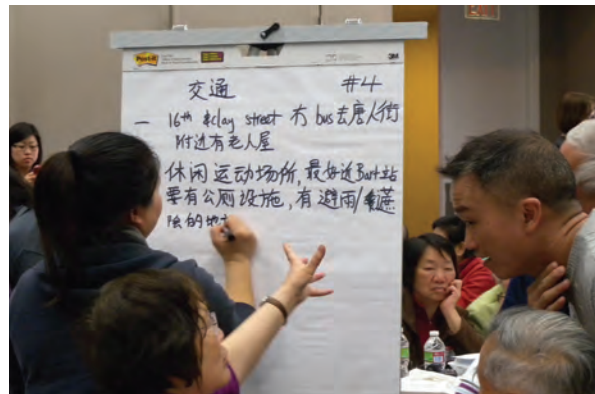
Internet-Based Participation

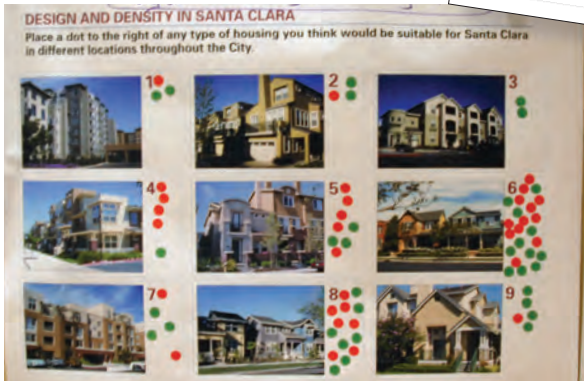
A smart and strategic plan for using the Internet will allow the city to connect with young people, students, young professionals, and parents, all of whom have valuable feedback to offer when it comes to neighborhood livability, recreational opportunities, community health, economic opportunity, and other critical elements that contribute to high quality of life—but who may not be interested in or able to participate in traditional workshops and hearings. Internet-based participation allows community members to participate and respond to ideas and conversations on their own time.

Project Website

A project website is an effective and economical way to provide access to project materials and information. We will design web-ready materials to post to the City of Belmont's website, or we can design a stand-alone website dedicated to the project. Either way, the site would host information about the purpose of the planning process and project progress; public participation activities; access to meeting materials, reports, and graphics

on-line; and responses to surveys and other information gathering forums. The site would also act as a record of the process, providing meeting dates and agendas in a central, accessible location. Project memorandum and milestone documents would be uploaded to the project website to be accessed by interested citizens. Additionally, those who would like to receive email updates and announcements for key dates could sign up for an e-mail list via the website.





3 WORK PLAN

Our work plan is efficient, comprehensive, and tailored to Belmont's needs as we understand them; it has been refined to incorporate work on all of the General Plan elements and also oversee integration of the Village planning documents into the update, resulting in some economies and closer coordination of public meetings and hearings. The task-by-task descriptions that follow present our proposed approach to data collection, analysis, policy formulation, environmental analysis, and preparation of the requested documents, and incorporate all of the work items identified by the City in the report to the Council. Community participation is incorporated in each task. Initials in parentheses following the sub-section heading identify the lead firm for each sub-task:

- **D&B:** Dyett & Bhatia, Urban and Regional Planners
- **ICF:** ICF International, Environmental Assessment
- **WT:** W-Trans, Transportation Planners
- **CSA:** Charles Salter Associates, Noise Consultants
- **FTS:** Freidman Tung & Sasaki (Village Planning Documents)

3.1 SCOPE OF WORK

Task 1: Project Initiation & Issue Identification

1-A Kick-off meeting with City Staff (D&B; Team). The consultants will meet with members of the City Community Development Department staff for initial introduction and organizational meeting and review milestones and outreach activities. The kickoff meeting will be followed by a site tour. The City will also provide the consultant team with documents (hard copy and electronic copy); for datasets such as GIS, D&B will establish an FTP folder on its server for City to staff to upload files.

1-B Detailed Public Participation Program (D&B). A detailed public participation program will be developed with City staff, using the components identified in the Introduction of this proposal. This program will include the timing/potential meeting or activity dates. It will specifically address how the meetings for the Village planning documents will be coordinated.

1-C Project Website Material (D&B). We will design a project webpage as part of the City's website or as a standalone site linked to the City's website. The Work Program, Public Participation Program, upcoming participation opportunities, and other material will be posted. The website will incorporate a comment box feature to enable community members to send in their comments and ideas, as well as sign up for email updates. If desired, we can integrate the website with the City's existing Facebook presence or other social network already employed.

1-D Newsletter #1 (D&B). The first newsletter will announce the project, describe the process and timeline, and outline ways to participate, including dates for workshops. It will be designed for electronic distribution by City staff.

1-E Stakeholders Interviews (D&B). Representatives of public agencies, community members, business leaders, developers, environmental advocates, Planning Commissioners, City Council, and other stakeholders will be interviewed to identify their issues of concern and get feedback about specific issues identified. Our budget provides for 8 small group meetings (with two to four participants at each meeting) over a one-day period. D&B will provide staff an example draft invitation for the meetings, which staff can edit and adapt and forward to stakeholders. A report summarizing stakeholder findings will be provided.

- 1-F Community Workshop #1 (D&B).** The first community workshop will aim to confirm and focus the community's vision of key questions that need to be addressed. Rather than reinvent the visioning efforts that have already been completed, this workshop will build on what has been done as part of the Downtown Revitalization outreach process and identify any additional issues and priorities, particularly citywide, that this update to the General Plan should be sure to address. The results of the workshop will be summarized in a short report.
- 1-G Tribal Outreach (D&B).** Pursuant to SB 18, we will provide support for the City's notification of the Native American Heritage Commission of the planning process and assist the City in contacting tribes active in the planning area. The D&B team-members will be available for participation in one meeting with tribal representatives, if requested.

<i>Meetings</i>	<i>Products</i>
<ul style="list-style-type: none"> Kickoff with Staff Stakeholder Interviews (16 meetings) Community Workshop #1 Tribal consultation (1, if needed) 	<ul style="list-style-type: none"> Final Public Participation Program Website Newsletter #1 Stakeholder Meetings Report Community Workshop Summary Memorandum

Task 2: Research, Policy Assessment, & Options

- 2-A Transportation Data Collection (WT).** W-Trans will complete the following data collection and background research to inform the working paper (see below), the Draft Circulation & Mobility Element, and Program EIR:
- Field reconnaissance
 - Turning movement and roadway segment counts (up to 24 intersections and 8 local roadways)
 - Baseline trip generation estimation
 - Parking assessment for the Belmont Village Project
- 2-B Working Papers (D&B, WT).** The team will prepare two or three working papers on major plan and policy topics, with the third paper focusing on parks and recreation, noise, and safety issues. FTS also will prepare outreach materials and updated drafts for public review. The papers will provide a brief assessment of existing conditions, identify opportunities and challenges, and propose a preliminary policy framework approach. Noise measurements at four locations will be taken by Charles Salter Associates. Topics that could be in the papers include the issues listed in the Introduction, and others that emerge from the initial outreach and interviews.

2-C Community Workshops #2 and #3; Optional Workshop on the Village (D&B; Team). Two engaging, interactive workshops will be held to further assist the team in “scoping” how far to go with new policy initiatives and understanding community perspectives specific to the topics covered in the working papers. One workshop will focus on land use issues and options, including break-out sessions on the Village; the second workshop will focus on circulation and mobility. The formats for the two workshops will be similar, but focused on the two different topics. Input from the workshops will directly inform the Land Use and Circulation Diagram, as well as major policy initiatives. A report will summarize the workshop results. An optional third workshop will be scheduled, if necessary, by FTS to obtain specific additional input on topics related to the Village not covered in the community workshops.

2-D Study Session with City Council and the Planning Commission (D&B). Staff and consultants will meet with members of the City Council and the Planning Commission (preferably in a joint workshop) to discuss the results of the workshops and the findings of the two working papers and review a preliminary Land Use and Circulation Diagram.

<i>Meetings</i>	<i>Products</i>
<ul style="list-style-type: none"> Community Workshops #2 and #3; optional Village Workshop, if needed Planning Commission/City Council #1 	<ul style="list-style-type: none"> Working Papers #1, #2, and #3; Updated Village Planning Documents Community Workshops Report

Task 3: Preferred Plan & Key Goals

3-A Prepare Preliminary Preferred Plan (D&B). Following the public input and direction by the Planning Commission and City Council, a preliminary Preferred Plan will be prepared. This will be reviewed with staff and refined in an interactive setting. Options will also be offered for some key sites outside the Village. The Preferred Plan will encompass land use, open space, and transportation/ connectivity components. Planned land use designations and the proposed circulation network will be shown on one map to emphasize the relationship between the two topic areas. Additional maps of proposed improvements and other planning concepts also may be prepared. For the other elements, maps of existing and future noise contours, open space resources, park sites and trail connections/improvements, hazards (seismic and geologic, flood, fire and hazardous materials) and emergency response/evacuation routes also will be prepared using available information.

3-B Community-wide Survey (OPTIONAL) and Newsletter #2 (D&B). The second newsletter will present key components of the Preferred Plan, focusing on the preliminary land use and circulation diagram, and announce the upcoming open house. As an optional item, in order to ensure broad-based community input on the Preferred Land Use and Circulation plan and policies, this newsletter can be sent via U.S. mail and include a mail-in survey sent to all households in the city. The survey will be postage pre-paid for easy return. D&B will also be responsible for printing, postage, and mailing of the survey, with mailing list and return postage permit to be provided by the City (if the City were to do the printing and mailing, D&B costs can be reduced). D&B will get hard copies (or PDFs) of the completed surveys from the City, and will be responsible for coding and analysis. Results will be presented in a short report.

3-C Open House: Preferred Plan and Key Strategies (D&B). An informal “open house” will be structured for members of the public to view and learn about the new policy initiatives, proposed Land Use Diagram and circulation network, potential parks and recreation improvements, and to provide feedback on specific sites and questions before the maps are finalized for the Draft Plan for environmental review and public hearings. This open house will have a separate break-out time for discussion of Village planning and related implementation documents, or a separate open house will be help by FTS.

3-D Transportation Impact Assessment for Belmont Village (WT). Based on the anticipated a.m. and p.m. peak hour project trip generation, the Belmont Village Element of the General Plan will require a full transportation impact analysis (TIA) conforming to the C/CAG Transportation Impact Analysis Guidelines; this work will be a subset of the overall analysis for the Program EIR (see Task 5) and integrated with the citywide transportation studies. The TIA will evaluate the area’s transportation system to meet the needs of all users and all transportation modes. The results of the TIA will be integrated with the new proposed Land Use and Circulation diagrams in order to ensure consistency between the Belmont Village Element and the updated Land Use and Circulations & Mobility Elements of the General Plan.

3-E Revised Preferred Plan and Key Policies (D&B). Based on feedback from the survey, the workshop, and meetings with staff and decision-makers if needed, and the results of the TIA for Belmont Village, the preferred land use and transportation diagram will be revised and finalized for use in the Plan elements update. The policy framework for the land use and circulation elements will also be refined.

<i>Meetings</i>	<i>Products</i>
<ul style="list-style-type: none"> • Open House/ Workshop #4; optional Village Open House. 	<ul style="list-style-type: none"> • Preliminary Preferred Plan • Mail-in Survey (Optional) & Newsletter #2 • Survey Results Summary Memorandum • Transportation Impact Assessment for Belmont Village Element • Revised Preferred Plan and Key Policies

Task 4: Draft General Plan

4-A General Plan Update Outline (D&B). An outline of the General Plan elements to be updated will be prepared, identifying the format and organization for each element and be accompanied by a preliminary list of maps and figures.

4-B Administrative Draft Land Use and Circulation & Mobility Elements (D&B). An Administrative Draft of the Land Use and Circulation & Mobility Elements will be prepared for staff review.

- *Land Use (D&B).* The Land Use Element will cover the following topics, and include policies for each major issue area:
 - Land Use and Development Characteristics
 - Economic Development Strategy (optional, updated from Belmont Redevelopment Agency documents)
 - General Plan Land Use Diagram and Land Use Designations (including density and intensity standards)
 - Transition/buffer standards, wild-land/urban interface, and open space/recreation area management strategy

- Residential Neighborhoods
- Mixed Use Areas
- Industrial Areas
- Community design and historic preservation
- Institutional and civic land uses
- *Circulation (D&B, WT)*. The Circulation Element will cover the following topics, and include policies for each major issue area:
 - Complete Streets framework
 - Overall Circulation System Planning
 - Planned roadway improvements
 - Public Transit
 - Trails, Bicycles, and Pedestrian Connections
 - Universal Accessibility and Reasonable Accommodations
 - Goods Movement
 - Regional Coordination
- 4-C **Noise Element.** Standards for noise exposure for the different land uses will be included. Future noise contours will be mapped by Charles Salter Associates based on General Plan traffic forecasts and any adopted plans or projects that would be expected to result in noise-generating land uses. Policies and implementation actions will address thresholds of significance for evaluating noise impacts and how to mitigate noise exposure.
- 4-D **Open Space and Conservation Element.** These combined elements will address provision of open space and recreation within the community and conservation of natural resources. Topics to be addressed include:
 - Parks and recreation facilities;
 - Trails;
 - Open space system, including types of open space and their functional relationships and an open space action program;
 - Habitat and biological resources;
 - Soil resources; erosion and reclamation of land;
 - Water resources (wetlands, groundwater aquifers and water quality); and
 - Water supply and conservation.
- 4-E **Safety Element.** This element will address protecting the community from unreasonable risks associated with geologic and seismic hazards, flooding, and wildland and urban fires and coordinated with local hazard mitigation planning and the City's participation in the Multi-Jurisdictional Local Hazard Mitigation Planning Program led by ABAG. Other topics to be addressed in this element include:
 - Emergency response capabilities and evacuation routes, potential shelter sites and signage;
 - Peak load water supply requirements;
 - Minimum road widths and turnouts; and
 - Clearances around structures.
- 4-F **Village Element and Implementation Documents (FTS).** FTS will update documents as warranted based on community and City staff review in a format consistent with the overall General Plan. The implementation documents will be separate volumes.
- 4-G **Legal Review Checklist (D&B).** Following preparation of the Administrative Draft of the General Plan, D&B will provide to City staff a matrix of General Plan legal standards (State law and case law) by element, showing where legal requirements are addressed. If deficiencies are identified, these will be ameliorated. The Plan elements, including the new Belmont Village Element, will also be evaluated to ensure internal (within each element) and external (between elements) consistency of its elements.

- 4-H Planning Commission/City Council Briefing on Draft Plan Elements (D&B).** Before the Public Review Draft of the new elements is finalized, we will present the draft elements to a joint meeting of the PC and CC for their review. No formal action is requested; this meeting represents an opportunity for elected officials to review and provide final input on the draft before public review.
- 4-I Public Review Draft General Plan (D&B).** Following city comments, D&B will revise the Administrative Draft of the updated Plan elements and produce the Public Review Draft and related Implementation Documents for the Village.

<i>Meetings</i>	<i>Products</i>
<ul style="list-style-type: none"> • Staff meetings on Draft Plan Elements as required • PC/CC Briefing on Draft Plan Elements and Village Implementation Documents 	<ul style="list-style-type: none"> • General Plan Outline • Administrative Draft of Updated Elements of General Plan and Village Implementation Documents • Public Review Draft of Updated Elements of General Plan and Village Implementation Documents • Legal Review Checklist

Task 5: Draft & Final EIR

- 5-A NOP (D&B).** D&B will prepare and circulate the Notice of Preparation (NOP) of the EIR. D&B will work with City Staff to develop a complete list of regional and local agencies and other stakeholders for purposes of adequate NOP distribution under CEQA.
- 5-B Scoping Meeting (D&B).** Since an update of any portion of a General Plan is considered to be a project of statewide, regional, or local significance, a scoping meeting is required. In the scoping meeting, the lead agency meets with members of the public and/or agency representatives after a NOP has been distributed in order to learn about potential concerns, further define key environmental issues, identify feasible project alternatives, and discuss potential mitigation measures that may warrant analysis in the environmental document.

D&B will conduct one scoping meeting and prepare handouts that describe the general environmental review process. The focus of the scoping meeting will be to solicit the involvement of responsible agencies, the community at-large, and local business organizations. It is assumed that the scoping meeting will be conducted during the 30-day review period of the NOP. D&B can also hold more than one scoping meeting, for additional cost.

- 5-C Scoping Comments Assessment (D&B).** D&B will review comments received on the NOP with the help of ICF, W-Trans, and City staff as necessary, and will prepare one inter-office memo that provides preliminary recommendations on ways to address the scoping comments in the EIR. The memo will cover both written comments and public scoping meeting verbal comments, and will include compiled appendices of the complete record of NOP written and verbal scoping comments for publication in the Draft EIR.

5-D Study Approach and Methodology (D&B). D&B will develop the EIR study approach and methodology subject to consultation with City staff. The interim product will:

- Explain the purpose and organization of the EIR;
- Provide an outline of the EIR document (including identifying required impact categories to be included in the EIR);
- Provide a template of the EIR chapter format (i.e. a chapter example);
- Recommend preliminary significance criteria for all issue areas;
- Recommend preliminary method of analysis for all issue areas; and
- List the most up-to-date literature, maps, databases, and other resources to be used in the environmental settings and technical analysis of impact categories.

Significance Criteria in More Detail. Development of criteria against which impacts will be evaluated (and mitigating policies and programs ultimately designed) lies as the crux of a citywide Program EIR such as this. The EIR team will work closely with City staff to develop the criteria for evaluation of environmental impacts. These criteria will be developed and refined using those previously used in City documents, those that have been adopted by the City, and applicable federal, State, and local standards. The Program EIR will utilize the approved significance criteria to identify both the direct and indirect impacts of the proposed project.

Literature Review and Agency Consultation. When identifying the most up-to-date literature, maps, and databases, and other resources to be used in the environmental settings and technical analysis of environmental resource categories, D&B and ICF will contact and consult with resource agencies by mail, e-mail, phone, or fax as necessary to confirm that we have the latest sources appropriate for use in the environmental assessment. All sources used will be cited in the EIR.

5-E Project Description (D&B). The proposed Project and its planning area will be defined in text and depicted graphically. City Staff will help to define the major elements of the proposed Project and D&B will use Staff input to prepare a draft chapter for the EIR project description.

5-F Alternatives Definitions (D&B). CEQA Guidelines Section 15126.6 requires that the EIR address a reasonable range of potentially feasible alternatives to the proposed Project. The alternatives analyzed in the EIR must be potentially feasible, meet most of the project objectives, and avoid or substantially reduce one or more identified significant impacts of the proposed Project.

D&B will work with City Staff to develop a reasonable range of alternatives to the proposed Project to be evaluated in the EIR. In addition to the proposed Project and the No Project Alternative, two other project alternatives will be developed. Alternatives development will hinge on team's assessment of land use opportunities and constraints, the results of the transportation analysis, as well as policy alternative opportunities identified through the development of the new General Plan elements.

D&B will document the alternatives development process by preparing a draft chapter that fully describes the alternatives to be evaluated in the EIR and explains why other alternatives have been rejected as infeasible (including alternatives initially developed by the City, proposed by agency/general public in response to the NOP, and/or suggested by agency/general public during the public scoping meeting).

5-G Environmental Settings (Team). D&B, ICF and W-Trans will prepare the environmental settings (i.e., existing conditions) for each environmental issue area using the most up-to-date literature, maps, databases, and other resources as identified in Task 3. This submission may be an internal review submission for D&B or may be reviewed by the City, but should include the physical setting, the regulatory setting, the revised significance criteria,

ria, and preliminary list of sources cited. The draft settings will be evaluated to ensure that they provide the level of detail needed for a programmatic assessment at the local level.

5-H Significance Criteria and Methodology (Team). Each complete technical chapter will list the revised criteria for determining whether an impact is significant, and will contain a concise description of the methodology used to assess the proposed Project in terms of those significance criteria.

5-I Impact Assessments (Team). Each complete technical chapter will include an impact assessment, described briefly below (The number of impacts to be analyzed and the depth of analysis will depend on, among other things, NOP and scoping comments received and the City's direction and current need.):

1. *Aesthetics (D&B).* D&B will prepare an assessment of visual resource and aesthetic impacts of the Draft Plan. The assessment will include: description of the regional visual character and area-specific landscape viewshed units (which comprise the baseline conditions for assessing aesthetic impacts); an overview of applicable policies and guidelines regarding visual resources; characterization of viewer groups and their responses to changes in views; an impact analysis that will focus on changes in key views and overall visual character resulting from changes to the urban form; and recommendations and mitigation measures to lessen potential visual impacts. The visual resources assessment will follow standards of professional practice for aesthetic analysis.
2. *Air Quality (ICF).* ICF will prepare an air quality analysis that describes existing air quality conditions, estimates air quality impacts associated with implementation of the General Plan and identifies mitigation measures to be incor-

porated as Plan policies. The air quality analysis will focus on emissions of ozone precursors (reactive organic gases and nitrogen oxides), inhalable particulates (PM₁₀ and PM_{2.5}), and carbon monoxide (CO) emitted by vehicles operating on existing roadways under both existing conditions and future conditions. Construction-related emissions associated with the General Plan Update will be evaluated qualitatively based on guidance provided by the Bay Area Air Quality Management District (BAAQMD). ICF will qualitatively evaluate potential health risks associated with the General Plan, which includes an evaluation of exposure of new sensitive receptors proposed under the General Plan to existing and plan sources of toxic air contaminants, PM_{2.5}, and Carbon Monoxide (modeled using EMFAC at up to 12 intersections).

3. *Biological Resources (D&B).* This section will include a discussion of vegetation communities, sensitive vegetation communities, special-status plant and wildlife species, and protected trees. Local, state, and federal policies and regulations that are relevant to biological resources will be discussed as well as the existing environmental conditions. Vegetation communities and biological habitats will also be described. Special-status wildlife and plant species that have the potential to occur within or near Belmont will be disclosed based on information obtained from sources including the California Department of Fish and Wildlife's (CDFW) California Natural Diversity Database (CNDDB), U.S. Fish and Wildlife Service's (USFWS) list of endangered, threatened, and proposed species, California Native Plant Society's (CNPS) Inventory of Rare and Endangered Plants, general biological surveys that have been conducted in the region, and others.

4. *Cultural Resources (D&B).* We will request a records search from the Northwest Information Center of the California Historical Resources Information System at Sonoma State University in Rohnert Park. The records search will address the General Plan planning area and will consult the state's database of previous studies and previously recorded resources, as well as pertinent historic maps and historical inventories. This will supplement information received through outreach to Native American tribes. The analysis of potential impacts to cultural resources will be based on the information gathered and the cultural context of the area. We will compile a list of existing resources within the planning area, a description of resource types, and a discussion of sensitivity for archaeological and built environment resources and an associated map showing sensitive areas.
5. *Geology, Soils, and Seismicity (D&B).* The City is located in a seismically active area and will need to consider adequate protection from natural disaster (e.g., earthquakes, liquefaction, ground acceleration, and ground rupture) in the General Plan. Seismic issues include strong ground shaking associated with nearby active faults (primarily the San Andreas fault), and the secondary seismic hazards of liquefaction, and slope stability. Other local geologic issues include expansive soils (i.e., soils with high shrink-swell potential) and the potential for tsunamis run up. We will prepare a description of existing soil and geologic conditions in the City based on available data. We will assess the potential soil- and geologic-related impacts associated with the implementation of proposed general plan. The impact assessment will be conducted at a programmatic level and will use the impact criteria listed in Appendix G of the State CEQA Guidelines.
6. *Greenhouse Gases and Climate Change (ICF).* ICF will prepare an analysis of greenhouse gas and climate change impacts focusing on greenhouse gases (GHGs) of greatest concern, carbon dioxide, (CO₂), methane (CH₄) and nitrous oxide (N₂O) that will be generated from General Plan adoption. The climate change analysis will describe existing conditions, the project's impacts to climate change, the impacts to the project resulting from climate change (i.e., adaptation), and mitigation measures (including sustainability measures) designed to reduce the significance of project-related climate change impacts. Construction-related GHG emissions associated the General Plan will be evaluated qualitatively based on guidance provided by the Bay Area Air Quality Management District (BAAQMD). An estimate of operational emissions associated with General Plan build conditions including business as usual and project conditions for all alternatives using accepted models (e.g., CalEEMod, EMFAC2011, etc.) and protocols (e.g., Climate Registry's General Reporting Protocol, California Air Pollution Control Officer's [CAPCOA] Quantifying Greenhouse Gas Mitigation Measures, etc.) to determine whether the General Plan would meet the BAAQMD's threshold of 6.6 metric tons of carbon dioxide equivalent (CO₂e)/service population/year.
7. *Hazardous Materials and Toxics (D&B).* We will present existing conditions information for hazards in Belmont at a program-level to serve as the basis for determining potential impacts associated with implementation of the General Plan. We will present a general overview of the hazardous materials regulatory framework and a discussion of the general issues of concern with regard to hazardous substances. We will describe how these regulations apply to the General Plan and reduce the potential for

- impact. Using readily availability information, known or suspected sites where contamination of soils or groundwater will be disclosed and mapped. We will discuss potential exposure to hazardous materials or waste during construction activities and during long-term operation of future projects in the City.
8. *Hydrology, Flooding, and Water Quality (D&B).* We will review existing information on hydrology and water quality from the City and any other related resources. We will describe relevant federal, state, and local regulations and agencies related to hydrology and water quality. The existing conditions section will include four primary sections and associated figures: surface hydrology, flooding/drainage, groundwater hydrology, and surface and groundwater quality. The impact analysis will include a description of potential construction and operation impacts of the General Plan elements (e.g., new development, growth in the City, or transportation projects) on surface hydrology, flooding/drainage, and hydrogeology conditions, at a programmatic level. Key related issues within the project area include stormwater runoff in urban areas, as well as new development within or near shoreline/wetland areas, creeks, and floodplain areas.
 9. *Land Use, Housing, and Population (D&B).* Our analysis will address the recent and long-term trends in land use, housing, and population within Belmont and San Mateo County. The focus of the land use analysis will be identifying whether proposed future land use patterns could physically divide an established community or displace substantial numbers of existing housing units or people (necessitating the construction of replacement housing elsewhere), as well as potential conflicts with established land use plans, policies, or regulations; and potential conflict with other applicable plans in adjacent cities. We will evaluate potential impacts of the Draft Plan on housing needs for low- and moderate-income households and work to ensure that proposed policies adequately address those impacts. It is expected that, to the extent feasible, potential land use impacts will be mitigated by policies, programs, or objectives incorporated as a part of the Draft Plan.
 10. *Noise (D&B; Charles Salter Associates).* We will prepare the noise section of the EIR for the General Plan Update based on the updates to the Land Use and Circulation and Noise elements. In the setting section, noise-sensitive land uses and noise sources within the City will be identified based on information from previous studies, aerial photography, land use mapping and other data to be provided. Existing noise conditions in the City will be characterized with a community noise survey and noise modeling. The community noise survey will involve short-term (10 to 15 minute) sound levels measurements at up to eight selected locations throughout the City. Long-term measurements (continuous 24-hour measurements over several days) will be conducted at up to three to four locations within the City. Existing traffic noise conditions along existing major arterials and freeways within the City will be characterized at a program level along up to 40 roadway segments. Existing noise from Caltrain operations will be characterized using information from existing studies or modeling. Existing traffic and rail noise modeling results will be summarized in a tabular format. Noise impacts associated with implementation of the general plan update will be evaluated quantitatively. Construction noise impacts will be evaluated at a general level using guidance recommended by the U.S. Department of Transportation. Potential exposure of new noise sensitive land

uses to noise from traffic and stationary sources as well as rail noise and vibration will also be evaluated. Rail noise and vibration will be evaluated based on information from previous studies and guidance from FTA and FRA.

11. *Public Services, Facilities, and Utilities (D&B)*. Impacts to the following services, facilities, and utilities will be analyzed in this section: police protection, fire protection, water supply, wastewater, solid waste, electric and gas utilities, schools, and libraries. Regulatory issues that are pertinent to these services will be described. Information solicited from service providers will include current levels of demand and supply, any standards (including level of service standards) that the provider may use to match future demand with service provision, and planned physical improvements to the service systems or infrastructure. D&B will obtain maps of service areas, major existing facilities, and future system improvements (e.g., facilities, pipelines, etc.) that are currently planned or programmed and for which funding is either committed or reasonably expected to be available.
12. *Recreation (D&B)*. Using information from City staff as a basis, the City's parks and recreational open space will be mapped and quantified, including planned parks and open spaces. Existing park standards will be described and proposed standards and new policy initiatives evaluated. Recreation impacts will consider how the ratio of population to recreation space and facilities may change as a result of the General Plan update and whether those changes could result in environmental impacts. Emphasis on increased trail use for instance, while beneficial to recreation, could have adverse side effects such as erosion and water quality impacts.
13. *Transportation (WT)*. The existing traffic and transportation setting will be described, based on the same information compiled in previous tasks. WT

will provide an analysis of future transportation conditions, and will identify necessary mitigation measures, to be incorporated into the Draft General Plan as policies wherever feasible. The analysis will focus on the same intersections, street segments, and pedestrian-bicycle focus areas as analyzed in the General Plan background research analysis. The traffic impact analysis for the EIR will be coordinated with City staff and to the extent possible maintain consistency with the assumptions and methodologies used in other recent EIRs. Potential deficiencies in the circulation system will be evaluated using the thresholds of significance from the draft Circulation Element. Multimodal performance and impacts will also be evaluated and impacts to them assessed. The transportation chapter will assess the final preferred alternative for the General Plan Update, the Future No Project condition, and up to two additional alternatives. WT will also provide VMT and vehicle counts for the Air Quality, Greenhouse Gas, and Noise analyses. Additional transportation data and background reports will be included in an appendix to the Draft EIR.

- 5-J **Alternatives Analysis Chapter**. The program alternatives will be analyzed in the context of each environmental issue area. These alternatives will be analyzed at a level of detail allowing comparison with the proposed Project, but not at an equal level of detail to the proposed Project. D&B will be responsible for consolidating the alternatives analyses for all issue areas into one chapter. This draft chapter will also incorporate the alternatives definitions materials prepared for Task 4: Alternative Definitions.
- 5-K **CEQA-required Conclusions**. This section of the Draft EIR will address specific findings required by CEQA, including:
 - *Significant and Unavoidable Impacts*. This section will describe those significant impacts that, despite feasible miti-

- gation, cannot be reduced to a level of insignificance.
- *Significant, Irreversible Environmental Changes.* As required by CEQA Guidelines Section 15126, the EIR will present information on the extent to which the project would result in an irreversible commitment of environmental resources.
 - *Cumulative Impacts.* Cumulative impacts refer to two or more individual impacts that, when considered together, are considerable or that compound or increase other environmental impacts. D&B will work with the City to develop the basis for the analysis of cumulative impacts. The Projection Approach will consider ABAG's 2013 development projections as a basis for regional conditions contributing to the cumulative impact.
 - *Growth-Inducing Impacts.* As required by State CEQA Guidelines Section 15126.2, the ways in which the proposed Project could foster economic or population growth, or the construction of additional housing, either directly or indirectly, will be assessed in the EIR. D&B will consider the Plan elements in terms of both the region's long-range growth projections and nature of proposed future development within the urbanized setting. For example, D&B will examine the "balance" of jobs and housing that would result from implementation of the Plan elements (the relationship between the numbers, locations, and types of jobs and the locations, costs, and types of housing units). The focus of this analysis and potential mitigation measures will be on the proximity of jobs and housing and ensuring that, based on the income levels of likely workers, affordable housing can be provided nearby for these workers. The EIR will also consider the growth-inducing effects of any necessary expansion of public services and utilities in order to accommodate the proposed Project.
 - *Impacts Found Not to Be Significant.* Areas of potential environmental impact where no significant impacts were identified will be summarized here. This will include a discussion of the reasons that various possible significant effects of the project were determined not to be significant and were therefore not discussed in detail in the EIR.
- 5-L Administrative Draft EIR.** The Administrative Draft EIR provides City Staff with its first complete review copy of the Draft EIR. The subtasks above describe the major components of the Draft EIR—the project and alternatives definitions, the environmental settings, the impact analyses, and the CEQA-required conclusions—all of which will have received one round of review prior to the Administrative Draft EIR submission. Additional sections of the EIR that will be prepared as a part of the Administrative Draft submission include:
- *Front Matter.* The front matter will include the Cover, Title Page, EIR Preparers, Table of Contents, Lists of Tables and Figures, and the Executive Summary.
 - *Executive Summary.* The executive summary of the EIR is required by CEQA. The executive summary will include abbreviated descriptions of the EIR purpose, methods and major assumptions, project description and alternatives descriptions, alternatives analysis major conclusions, including the Environmentally Superior Alternative, and any areas of known controversy. A comprehensive table of impact statements, conclusions, and mitigation measures will be provided at the end of the executive summary.

- *Introduction, Organization, and Study Approach.* This section will describe the purpose, scope, and organization of the EIR; provide background information on the NOP and public scoping process, participation, and describe any other consultation that occurs in the course of the preparation of the EIR (e.g. tribal consultation); and describe the overall approach, including timeframe, level of analysis, types of impacts, No Project v proposed Project comparison, alternatives development and analysis, cumulative impacts, relationship to other EIRs, and intended use of the EIR. This section will rely heavily on the products produced for Task 3.
- *Bibliography and Appendices.* The Administrative Draft EIR will contain the following information, including but not limited to that which is required by CEQA Guidelines Section 15129: glossary, references cited by issue area, NOP and list of agencies and persons contacted, NOP and scoping comments received, and any technical appendices necessary (traffic studies, etc.). ICF and Charles Salter Associates will be responsible for technical appendices for their environmental issue areas, and WT for technical appendices for transportation.

D&B will submit electronic files of the Administrative Draft EIR for City Staff review. Comments from the City will be provided as a consolidated set with discrepancies between staff comments resolved prior to transmittal to D&B. This task includes in-house CEQA compliance review.

- 5-M Public Review Draft EIR/Notice of Completion (D&B, Team).** Following receipt of the City's comments on the Administrative Draft EIR, D&B will work with City Staff to determine the approach to final changes. D&B will then work with ICF and W-Trans to prepare the Public Review Draft EIR, incorporating changes in response to the City's comments. D&B will prepare and submit one PDF file of a "screen check" draft for fatal flaw review by City Staff.

Following final changes, D&B will produce the Public Review Draft EIR. D&B will provide the City with a CD with full electronic files ready for printing. D&B will also prepare the Notice of Completion for transmittal to the State Clearinghouse, with the required documentation needed by the State. At this stage, D&B also recommends that the City distribute the NOC notification to the same agencies and organizations that received the NOP.

- 5-N Planning Commission Hearing (D&B).** We will attend one Planning Commission hearing on the Draft EIR during the public review period. City staff would attend other public meetings/hearings and document public comments, as warranted.

- 5-O Response to Comments and Final EIR (Team).** This task will result in the preparation of a Final EIR, which will contain a list of commentators, comment letters, and responses to comments on the Draft EIR. Any changes to the Draft EIR text will be marked with strikeout/underline formatting to show revisions. Responses that are within this proposal's scope of work and budget consist of explanations, elaborations, or clarifications of the data contained in the Draft EIR, as well as minor corrections of background information. If substantively new analysis, issues, alternatives, or project changes need to be addressed, or if the effort exceeds the budgeted amount because of the number or complexity of responses, a contract amendment may be required.

5-P Mitigation Monitoring and Reporting Program (D&B, Team). If required, D&B will prepare a mitigation monitoring and reporting program (MMRP). The program will ensure that mitigation measures are implemented as required under Section 21081.6 of the California Public Resources Code. The following is a brief description of the process and the program content. To the extent possible, D&B will work with City Staff to ensure that the Plan elements are self-mitigating. The MMRP will include measures required beyond policies proposed in the Plan elements. The MMRP will:

- Identify each impact of the project that will be mitigated;
- Contain a brief explanation of each relevant mitigation measure;
- Specify the agency or individual responsible for implementing and monitoring each mitigation measure and the qualifications for monitoring and reporting personnel;
- Describe when and how frequently each mitigation measure should be implemented and monitored;
- Present the specific criteria for judging successful implementation of each measure.

The City will be responsible for ensuring full compliance with the provisions of the program. D&B will coordinate with the City during preparation of the administrative draft MMRP regarding the format of the MMRP and the relative monitoring responsibilities of City agencies. D&B will revise the MMRP based on comments on the Draft EIR, and will include the MMRP as an appendix to the Final EIR.

5-Q Findings, Facts in Support of Findings, and Statement of Overriding Considerations (D&B). D&B will prepare findings and facts in support of findings for each significant impact, and a statement of overriding considerations for any significant impacts found

to be unavoidable (if applicable) as part of the EIR certification process. These documents assist in the certification of the Final EIR and approval of the proposed Project. The findings would be in compliance with Sections 21081 and 21081.5 of the California Public Resources Code.

5-R Notice of Determination (D&B). D&B will prepare and file the Notice of Determination with the State Office of Planning and Research and the county clerk's office. The City will be responsible for paying any filing fees associated with the EIR, though D&B would provide the City with full information on the fees and would manage the filing process.

<i>Meetings</i>	<i>Products</i>
<ul style="list-style-type: none"> • Scoping Meeting • Planning Commission Hearing (1) 	<ul style="list-style-type: none"> • Notice of Preparation • Significance Thresholds Memorandum • Administrative Draft EIR • Public Review Draft EIR • Final EIR Response to Comments

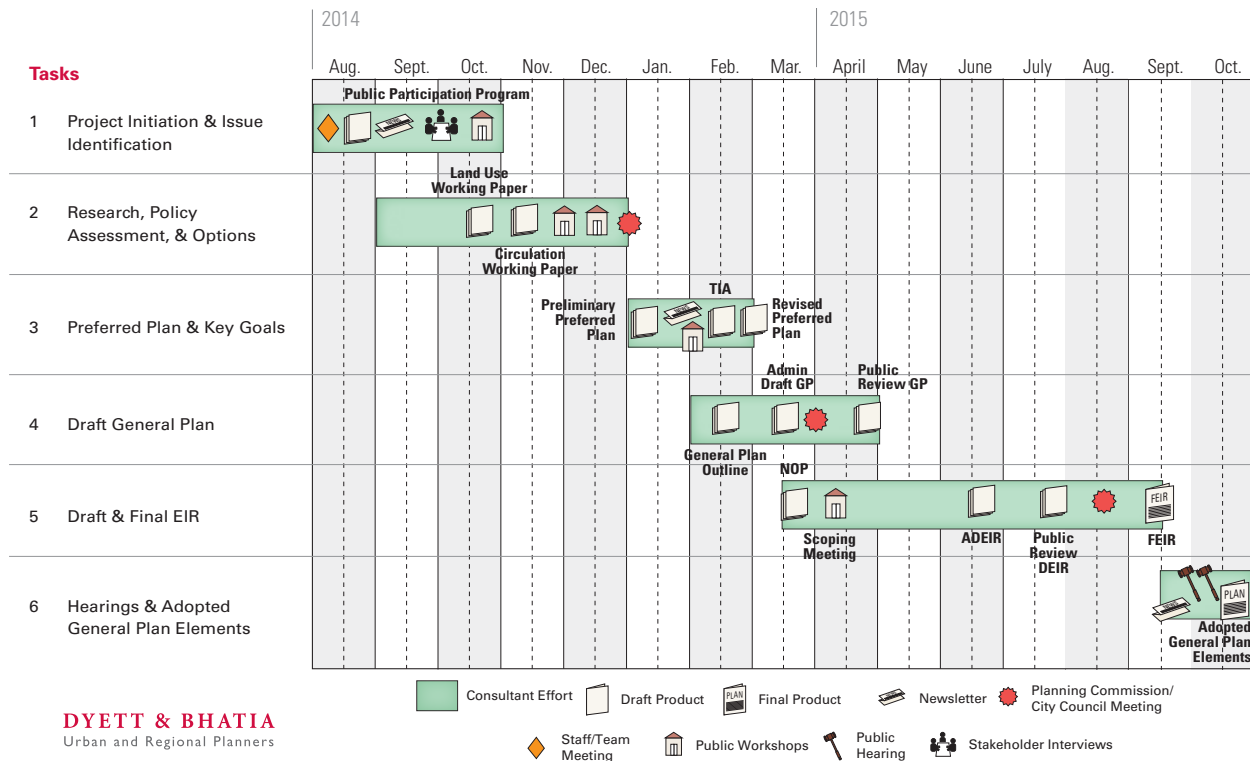
Task 6: Hearings & Adopted General Plan Elements

- 6-A **Newsletter #3 (D&B).** The final newsletter will announce the adoption hearings for the General Plan Update and EIR, notifying the public of their final opportunity to comment.
- 6-B **Public Hearings (D&B; FTS).** We will participate in two meetings total of the Planning Commission and the City Council for hearings on the General Plan Update and certification of the EIR.
- 6-C **Adopted General Plan Elements (D&B; FTS).** Following adoption by the City Council, we will revise the Draft Plan and Village Implementation Documents, to incorporate specific text and diagram changes made by the City Council as part of adoption. After a final review by City staff, a final production version of the Adopted Plan will be provided to the City for distribution.

Meetings	Products
<ul style="list-style-type: none">• Planning Commission Hearing (1)• City Council Hearing (1)	<ul style="list-style-type: none">• Newsletter #3• Adopted General Plan and Village Implementation Documents

3.2 SCHEDULE

A proposed schedule is presented in a flow chart below. Key products and meetings are shown. We have shown a 15-month timeframe, with work commencing in August 2014 and concluding in October of 2015. This schedule is preliminary; we are happy to work with you to refine any aspects of the work program to better fit the City's needs.



3.3 BUDGET

The worksheets on the following page show hours and budget by task for all team members. The total budget for the outlined base Scope of Work is **\$550,000**. Fees include all personnel costs, sub-contractors' costs, and direct costs, and delivery of products identified in the Scope of Work. Sub-contractors' costs and direct costs are billed with no administrative markup or handling fee. We have budgeted for all of the tasks with a level of effort that we believe is necessary to meet the City's project objectives, achieve an overall consensus among stakeholders and decision-makers, and complete the project in the specified timeframe. We are willing to work with the City to reallocate our budget/efforts to better serve the City's needs.

A community-wide mail-in survey is included as an optional task for an additional \$10,000.

Budget Assumptions

Our budget is based on the following assumptions:

- **Invoices.** Invoices will be based on hourly costs, and will be submitted monthly, up to the guaranteed maximum fees.
- **Meeting Attendance.** The budget assumes attendance at meetings as shown in the Scope of Work. Meetings with City Staff and Project Manager will occur as needed throughout the planning process. All meetings are assumed to be attended by Dyett & Bhatia, with subconsultant attendance as noted or as required. Costs of additional meeting attendance would be on a time and materials basis if requested; such costs are not included within the guaranteed maximum fee.
- **Electronic Documents.** We will provide digital files of documents in Word and Adobe PDF formats, available by FTP transfer or on CD. Files will be provided both in high-resolution format for printing as well as low-resolution for posting on the City's website.
- **Printing and Mailing.** We will provide hard copies of all interim and final documents upon request, at cost.
- **Travel Expenses, Mailing Costs, and Other Direct Costs.** The budget includes direct costs related to the project, including travel expenses, mailing costs, in-house printing costs, and other similar reimbursable expenses. Such items will be itemized on billing statements.

Belmont General Plan Update HOURS BY TASK

	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	TOTAL
	Project Initiation and Issue Identification	Research, Policy Assessment and Options	Preferred Plan and Key Goals	Draft General Plan & Village Impl Docs.	Draft and Final EIR	Hearings & Adoption	
Dyett & Bhatia							
Michael Dyett, Principal	24	44	40	60	28	16	212
Sophie Martin, Associate Principal	44	40	40	80	66	20	86
Senior Associate		72	80	60	80		292
Associate				80	250	8	338
Planner or Urban Designer	60	120	80	160	120		540
Senior GIS/Cartography Specialist	20	60	30	120	64	8	302
Graphic Designer	16	20				3	3
Analyst	8	32	24	24	38	8	134
Sub-Total	172	388	294	584	646	63	1,907
W-Trans							
Principal	12	62	80	47	46	16	263
Senior Transportation Engineer	7	76	370	28	97		578
Tech/Admin		2	58		74		134
Sub-Total	19	140	508	75	217	16	975
ICF International							
Rich Walter					20		20
Erin Efner					48		48
Dave Buehler					12		12
Shannon Hatcher					32		32
Kai-Ling Kuo					140		140
Sub-Total	-	-	-	-	252	-	252
Chas. Salter Associates (noise)		(to be determined)					
FTS (Village Documents)		(to be determined)					
TOTAL HOURS	191	528	802	659	1,115	79	3,134

Belmont General Plan Update BUDGET BY TASK

	Hourly Rate	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	TOTAL
		Project Initiation and Issue Identification	Research, Policy Assessment and Options	Preferred Plan and Key Goals	Draft General Plan & Village Impl Docs.	Draft and Final EIR	Hearings & Adoption	
Dyett & Bhatia								
Michael Dyett, Principal	\$ 210	\$ 5,040	\$ 9,240	\$ 8,400	\$ 12,600	\$ 5,880	\$ 3,360	\$ 44,520
Sophie Martin, Associate Principal	150	6,600	6,000	6,000	12,000	9,900	3,000	43,500
Senior Associate	135	-	9,720	10,800	8,100	10,800	-	39,420
Associate	115	-	-	-	9,200	28,750	920	38,870
Planner or Urban Designer	105	6,300	12,600	8,400	16,800	12,600	-	56,700
Senior GIS/Cartography Specialist	110	2,200	6,600	3,300	13,200	7,040	880	33,220
Graphic Designer	85	1,360	1,700	-	-	-	255	3,315
Analyst	70	560	2,240	1,680	1,680	2,660	560	9,380
Direct Costs		200	200	200	287	200	116	1,203
Sub-Total		\$ 22,260	\$ 48,300	\$ 38,780	\$ 73,867	\$ 77,830	\$ 9,091	\$ 270,128
W-Trans								
Principal	\$ 205	\$ 2,460	\$ 12,710	\$ 16,400	\$ 9,635	\$ 9,430	\$ 3,280	\$ 53,915
Senior Transportation Engineer	120	840	9,120	44,400	3,360	11,640	-	69,360
Tech/Admin	85	-	170	4,930	-	6,290	-	11,390
Direct Cost		250	4,155	30,000	400	380	150	35,335
Sub-Total		\$ 3,550	\$ 26,155	\$ 95,730	\$ 13,395	\$ 27,740	\$ 3,430	\$ 170,000
ICF International								
Rich Walter	\$ 242	\$ -	\$ -	\$ -	\$ -	\$ 4,840	\$ -	\$ 4,840
Erin Efner	192	-	-	-	-	9,216	-	9,216
Dave Buehler	230	-	-	-	-	2,760	-	2,760
Shannon Hatcher	178	-	-	-	-	5,696	-	5,696
Kai-Ling Kuo	124	-	-	-	-	17,360	-	17,360
Direct Cost								-
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ 25,816	\$ -	\$ 39,872
Chas Salter Associates (Noise)								\$ 10,000
FTS (Village Documents)								\$ 60,000
TOTAL FEE		\$ 25,810	\$ 74,455	\$ 134,510	\$ 87,262	\$ 131,386	\$ 12,521	\$ 550,000

Direct costs in the project budget include reimbursable expenses, including but not limited to: auto travel, parking, meals during out-of-town travel, mailing, and other similar expenses. These are billed at no mark-up.

Hourly rates may be adjusted during the course of the contract, but the total amount shall not change.

Additional services beyond those identified in the scope of work will be provided at the market billing rates of the firm at the time the additional services are requested.

Dyett & Bhatia reserves the right to reallocate budget between various consulting team members and between tasks, provided the overall project budget does not change.

4 PERSONNEL & MANAGEMENT

4.1 TEAM OVERVIEW

Michael V. Dyett, FAICP, will be the Principal-in-Charge overseeing the project. Mr. Dyett has personally prepared more than 25 general plans for cities and counties across California and 40 zoning ordinances across the U.S., and brings over 40 years of knowledge and expertise. He will provide overall policy direction, participate in crafting recommendations, and attend key project meetings and community outreach events. He will be assisted by Principal **Sophie Martin, AICP**, who has participated in general plan updates for several California communities such as San Pablo and Fresno, and has served as Project Manager for general plans in Woodland (ongoing), Turlock, and Visalia. She is currently leading the firm's work on the El Camino Real Study in Menlo Park and a Downtown Development Cap Study in Palo Alto.

Senior Associate **Peter Winch, AICP** will serve as the Project Manager for the General Plan Elements. Peter is currently leading general plan updates in Pacifica (as Project Manager), Half Moon Bay, and unincorporated Princeton in San Mateo County, and recently contributed to general plans in Turlock and Visalia.

Associate and Environmental Planner **Josh Pollak** will be the Project Manager for the Program Environmental Impact Report (EIR). Josh is currently leading general plan EIRs in Pacifica and Carlsbad, and brings broad technical expertise in environmental review and analysis.

Mr. Winch and Mr. Pollak will assist Mr. Dyett and Ms. Martin in coordinating efforts between team members, maintaining the schedule, and managing information flow, as well as participate in community outreach activities and preparation of technical analyses with other planners.

D&B will be supported by senior staff from W-Trans and ICF International. **Mark Spencer, PE**, Principal of W-Trans, will lead the circulation and mobility work and **Rich Walter**, Principal at ICF International, will lead support for the EIR.

Resumes are included at the end of the proposal.

4.2 PROJECT MANAGEMENT

During the 38 years since its establishment, Dyett & Bhatia has consistently provided high quality work for its clients. The firm's capacity to fulfill its contractual obligations and meet or typically exceed client expectations results from a combination of factors, including the direct involvement of principals and senior staff in all phases of work and a series of internal procedures and quality control practices that D&B has honed over the years. These procedures and practices will comprise the core of the strategy for managing work on the Belmont General Plan Update. The proposed organization of the consultant team is shown on the following page.

Quality Assurance

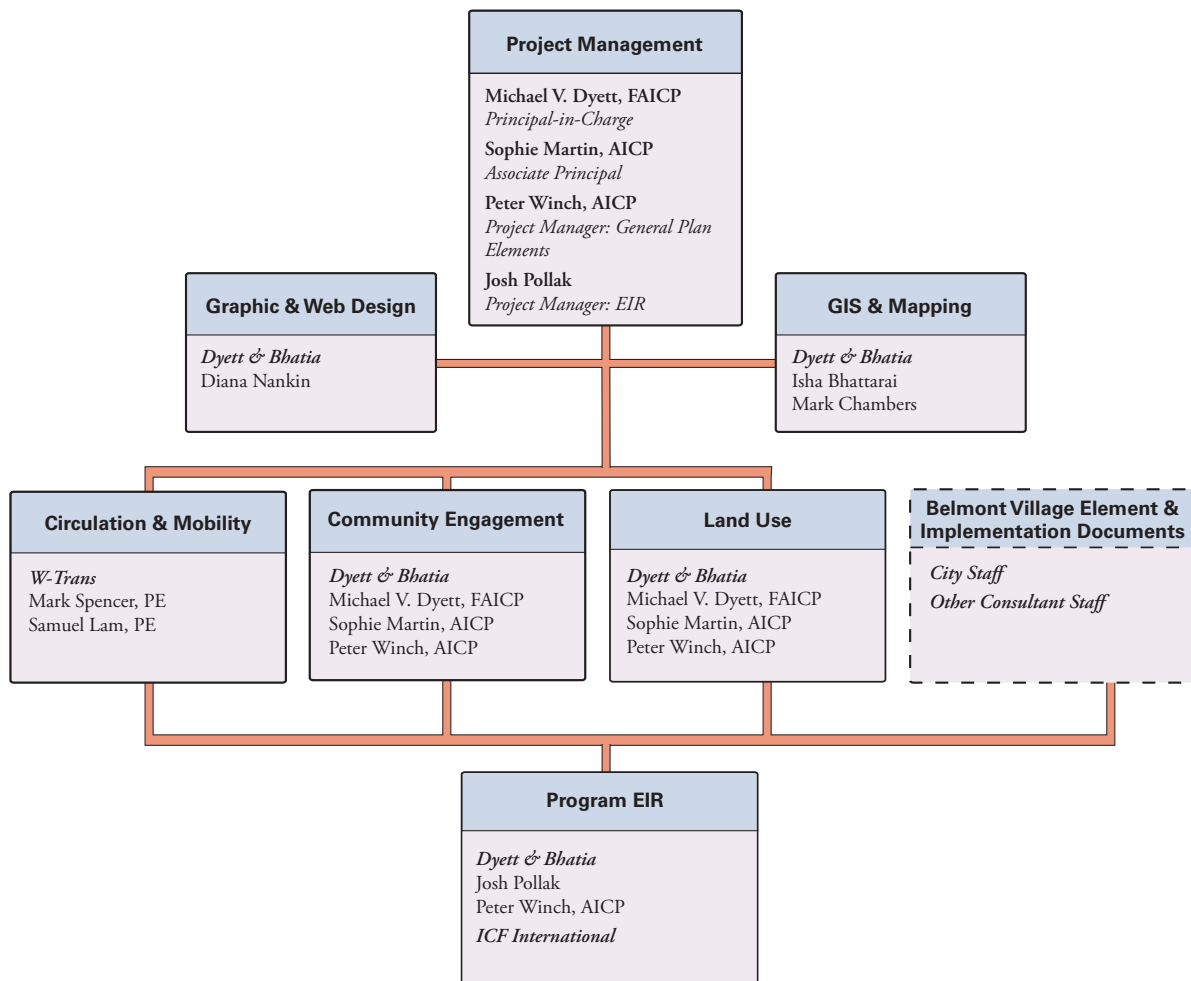
As prime contractor, D&B will have overall responsibility for project management including conduct of work, including design of analysis methodology, review of documents, community outreach, issues and options analysis, code outlining, drafting regulations, reviewing and editing materials prepared by others, design of zoning graphics and presentations with assistance from other team members as needed.

All of the firms on the our team specialize in providing consulting services for local governments and have previous experience forming teams with a designated Project Manager. Moreover, many of the firms have previously collaborated and/or are currently working with D&B on projects for local governments. D&B will ensure that progress reports documenting work by task are submitted monthly. The reports will also outline work tasks for the coming month, and any anticipated problems, to allow for pro-active management.

All mapping will be computer-based, so any changes can be made rapidly, and Administrative draft copies will be made available to staff well in advance of intended publication dates. Each firm's extensive experience has fostered strict adherence to draft checking and quality control procedures.

For a project of this magnitude and complexity, it is essential to ensure that products maintain a consistent style. D&B has been able to do so through the use of a style manual and the application of document templates. The styles and templates will be submitted to City staff for approval and then provided to all members of the Consultant team.

To keep track of changes as documents go through multiple revisions, we use word-processing tracking and comment features that simplify procedures for identifying the source of the comment and the result.



5 QUALIFICATIONS

5.1 DYETT & BHATIA

Firm Overview

Dyett & Bhatia is a California corporation based in San Francisco (sole office), operating for the past 38 years. Our small size—22 employees—allows us to be nimble and responsive in our work, communication, and outreach. Dyett & Bhatia has extensive San Mateo County General Plan experience, as well as prior recent work in Belmont.

Awards in the Last Five Years

Year	Award
2013	American Planning Association (APA) National Achievement Award, San Pablo General Plan Health Element
2013	APA Central California Section Award, Turlock General Plan
2012	APA Northern California Section Award, San Pablo General Plan Health Element
2012	APA Northern California Section Award, El Camino Real/Chestnut Avenue Area Plan
2011	APA Sacramento Valley Section Award, Lodi General Plan
2011	APA Northern California Section Award, South San Francisco South El Camino Real General Plan Amendments, Zoning, and Design Guidelines
2011	APA Northern California Section Award, Santa Clara Station Area Plan
2010	APA California Chapter Award, Santa Monica Land Use and Transportation Element
2010	APA Northern California Section Award, Emeryville General Plan
2010	APA Central California Section Award, Porterville General Plan
2009	San Joaquin Valley Blueprint Awards, Porterville General Plan
2009	APA California Chapter Award, Milpitas Transit Area Specific Plan
2009	APA Arizona Chapter Award, Avondale Downtown Specific Plan
2009	APA Northern California Section Award, Milpitas Transit Area Specific Plan

General Plans & Related EIRs

General Plans

General plans are a specialty, and Dyett & Bhatia has prepared general plans for more California cities—more than 60—than any other firm. This includes complete general plans and EIRs for over 20 Bay Area cities. The firm has unsurpassed experience in all aspects of general plan work—from conducting meetings and surveys, to analysis and plan writing, and preparing associated environmental documentation. Distinguished in-house GIS and computer mapping capabilities supplement our long-range planning work. We have also analyzed several general plans for legal adequacy, and served as an expert witness in conjunction with general plan litigation. Eight of our general plans in the last 10 years have won awards from the American Planning Association.

Environmental Planning and Impact Review

Dyett & Bhatia has prepared EIRs on over 35 city-wide/countywide planning efforts, mainly on general and specific plans, but also on several Bay Area regional transportation plans and programs, including the two former and the current Bay Area Regional Transportation Plan (for Metropolitan Transportation Commission); and the 1995, 2000, and 2004 Contra Costa Countywide Transportation Plan. The firm leads work on climate change and greenhouse gas emissions in-house and has coordinated its technical analysis closely with the California Attorney General's Office and local air quality management districts.



Selected Recent General Plans and EIRs

San Mateo County

- Half Moon Bay
- Princeton
- Pacifica
- Daly City (EIR only)
- South San Francisco*
- San Bruno

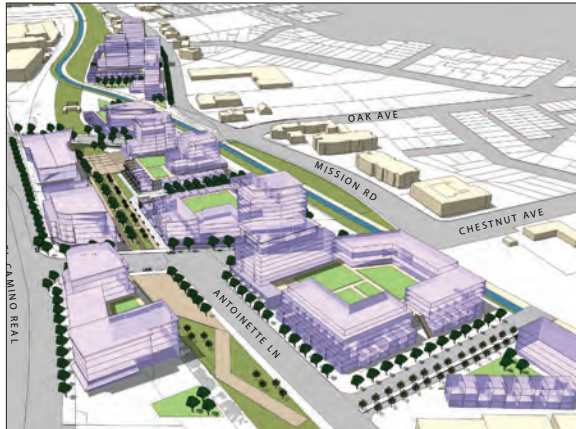
Bay Area

- San Pablo*
- Castro Valley
- Milpitas
- American Canyon (EIR only)
- Rohnert Park*
- Santa Rosa
- Petaluma
- Emeryville*
- Concord
- Alameda (twice)
- San Ramon*
- Vacaville*
- Santa Clara
- Pittsburg (twice)*

Outside Bay Area

- Carlsbad
- Visalia
- Turlock (twice)*
- Lodi*
- Redlands
- Lemoore
- Fresno
- Santa Monica
- Porterville*
- Los Banos
- Santa Fe (NM)
- Yuba City*
- Chico*
- Woodland

*denotes APA award-winner



GIS & Computer Modeling

Dyett & Bhatia maintains leading computer resources, and a highly skilled technical staff trained in three-dimensional computer modeling, Geographic Information Systems (GIS), cartography, and visual simulation. We are adept at an array of computer modeling and information-integration software, with programs that include ArcGIS 10 3D Analyst with Spatial and Network Analysis extensions; Autodesk Map 3D 2010 (with GIS interface capability); SketchUp 8.0; Adobe Creative Suite 5 (CS5); Freehand; and 3D Studio Max—all of which will contribute to the high graphic standards of our plans.

Geographic Information Systems

Dyett & Bhatia has full ArcGIS (previously ArcInfo and ArcView) capabilities, including the Network Analyst, Spatial Analyst, and 3-D Analyst extensions. Dyett & Bhatia has developed custom indicators that enable efficient and accurate testing of development scenarios and real time evaluation of alternative land use patterns, development assumptions, and projected impacts.

Three-Dimensional Computer Modeling & Visual Simulation

Dyett & Bhatia has expertise in preparing three-dimensional (3-D) models of large urban areas, which can be viewed from any angle, or viewed in a walk-through or fly-by mode. We modeled the entire 1,500-acre downtown area of San Diego and the entire City of Emeryville along with the East Bay hills. These models are used for massing and visual studies for design of new buildings and to study shadow impacts for different time periods. Using SketchUp, 3-D models can also be linked to GIS databases.



El Camino Real/Chestnut Avenue Area Plan (South San Francisco): 3D Height Model (above) and Visual Simulation (existing at left, proposed at right).

5.2 W-TRANS

W-Trans provides traffic engineering and transportation planning services that emphasize mobility within available resources and help transform streets to serve all potential users. We are particularly skilled in retrofitting streets and roads to make walking, bicycling and transit use safer and more convenient while also appropriately managing vehicle traffic.

W-Trans staff have applied their skills to a variety of projects ranging from traffic operation analyses, traffic collision reduction programs, transportation facilities design including traffic signal and roundabout design to downtown revitalization, streetscape planning effort and complete street projects. We take a holistic approach to traffic engineering, realizing that solutions cannot be developed in a vacuum or strictly follow the standards of the past. Traffic analysis and design must be sensitive to the context of the surrounding land use and community goals to be successful.

W-Trans brings local familiarity with the City of Belmont, as they are currently undertaking the Ralston Avenue Corridor Study and Improvements. The Ralston Avenue corridor extends across the city between US 101 and SR 92 and includes several challenging elements. The eastern segment includes a commercial district and two state highways. The middle segment, extending from the Civic Center area to Alameda de Las Pulgas, includes Notre Dame de Namur University. The western segment has a steep grade, several schools and connects many of the neighborhoods in Belmont. W-Trans is leading a multidisciplinary team that is studying Ralston Avenue to address issues such as pedestrian and bicycle connectivity, travel flow for local residents, transit opportunities, and the desire for a more complete street. The goal of the project is to develop solutions that are balanced and address the concerns of this community-driven project.

5.3 ICF INTERNATIONAL

Founded in 1969, ICF is a leading global professional services firm that provides consulting and implementation services addressing today's most complex management, technology, and policy challenges. Our work is primarily focused in four key markets: environment and infrastructure; energy and climate change; health, human services, and social programs; and homeland security and defense. Our environmental practice provides services in environmental planning, land use planning, regulatory compliance, regulatory implementation, natural resources, and supporting environmental review. Our full-time professional staff includes environmental compliance experts, land-use and natural resource planners, wildlife and fisheries biologists, plant and wetland biologists, watershed planners, restoration experts, archaeologists, architectural historians, community affairs experts, attorneys, engineers, and information technologists. With more than 4,500 employees on six continents, we combine passion for our work with industry and technical expertise to protect and improve the quality of life.

5.4 PROJECT EXPERIENCE

A selection of Dyett & Bhatia's recent relevant projects are profiles on the pages that follow:

- San Bruno General Plan, EIR, and Housing Element Update
- Pacifica General Plan and Local Coastal Plan Update and EIR
- Half Moon Bay General Plan and EIR
- San Carlos Zoning Ordinance Update
- Santa Monica Land Use and Circulation Elements
- San Pablo General Plan, Housing Element, and EIR

San Bruno General Plan, EIR, and Housing Element Update

San Bruno, California; General Plan Adopted 2009, Housing Element Adopted 2010

San Bruno was founded as a railroad suburb to San Francisco in 1914, and enjoys a central Peninsula location and enviable regional connections. The City underwent a housing boom following World War II, growing to its current geographic limits in the 1970s.

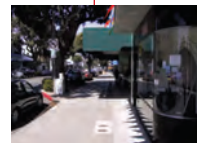
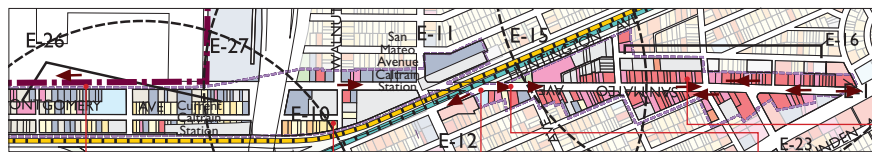
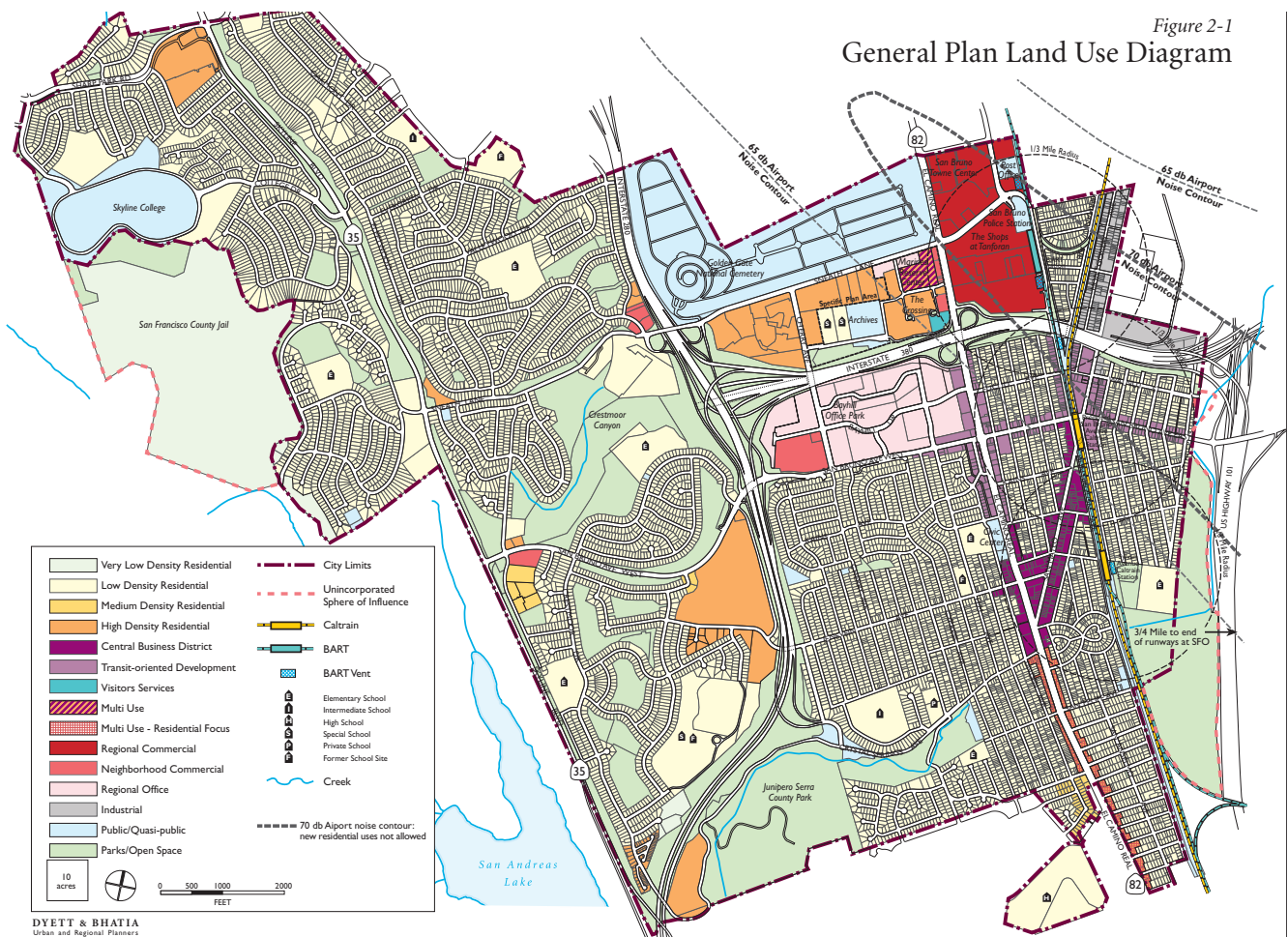
The new General Plan, adopted in March 2009, is the first comprehensive overhaul

in 25 years. The Plan establishes a new vision for the City, fostering transit-oriented mixed-use development along the principal corridors—El Camino Real, and San Bruno and San Mateo avenues—adjacent to BART and (planned) CalTrain stations. It reinforces downtown as the heart of the community, outlines strategies for conserving establishing neighborhoods, expanding the city's

affordable housing stock, and improving bicycle and pedestrian connections between residences, activity centers, and transit stations.

Dyett & Bhatia also updated the City's current and previous Housing Element, which were adopted in 2003 and March 2010 respectively.

Figure 2-1
General Plan Land Use Diagram



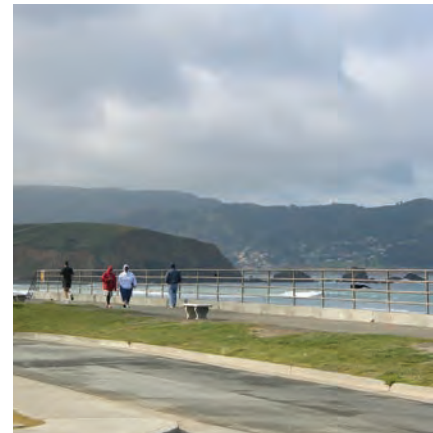
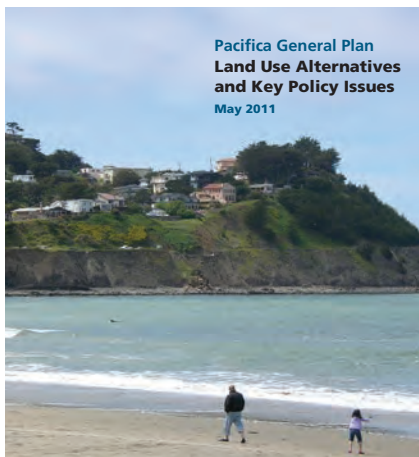
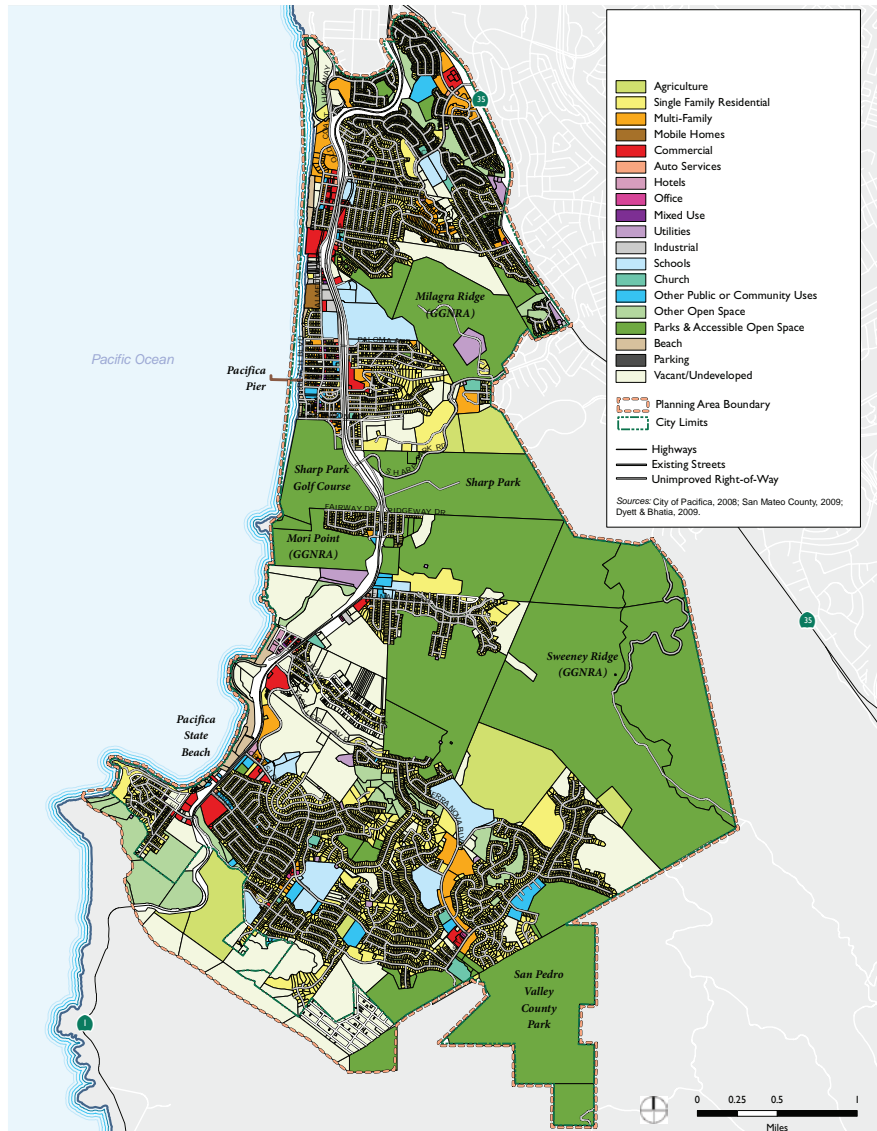
Pacifica General Plan and Local Coastal Plan Update and EIR

Pacifica, California; Ongoing

The City of Pacifica hired Dyett & Bhatia to undertake a comprehensive update of the General Plan and Local Coastal Plan, which are more than 30 years old, to frame a sustainable land use, housing, and transportation vision for the next 20 years. An Environmental Impact Report is also being prepared.

Dyett & Bhatia and subconsultants completed extensive analysis of existing conditions, and conducted community workshops to identify shared goals in a community that has experienced prolonged divisions about conservation and development. We presented alternative future land use plans, and framed key policy choices concerning biological resource protection, adaptation to sea level rise, and the future use of a former quarry site. Our draft General Plan and Local Coastal Land Use Plan are crafted as two separate documents organized to respond to their different needs and audiences, but sharing most policies.

An updated General Plan and Local Coastal Plan will give the City clear direction on key sites, focus on leveraging coastal and open space assets for a visitor-based economic development strategy, and provide opportunities for mixed-use redevelopment.



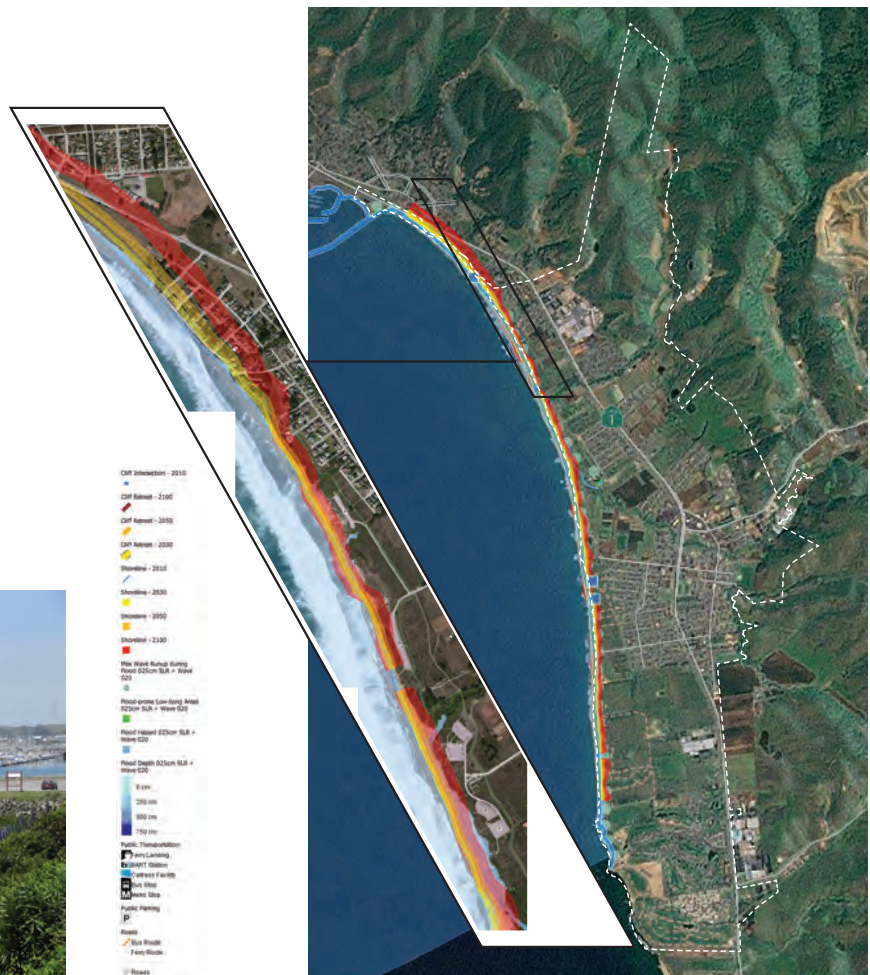
Half Moon Bay General Plan, Local Coastal Program, Zoning Ordinance, and EIR

Perched against a backdrop of the Pacific Coast, open bluffs and forested hills, Half Moon Bay has one of the most scenic settings in the Bay Area. The oldest town in San Mateo County, Half Moon Bay has a thriving Main Street that is a draw for visitors and locals alike, a unique agricultural heritage that is knit into the local culture and economy, and an entrepreneurial and community-oriented population. While the community has been focused on growth debates and fiscal challenges, the big picture view represented by the General Plan has fallen out of date. Two of the required elements—Open Space and Conservation—are even missing.

Our team will work collaboratively with the community and decision makers to carry forward policies that are working and offer fresh, unified solutions—solutions that build on the City’s unique advantages and chart a realistic path to achieving the vision. We will comprehensively evaluate and map the city’s resources providing a sound basis for alternatives and the growth and conservation choices that will need to be made. A fully updated Plan will ensure that future development enhances community character and identity, provides a sound framework for economic growth, and protects coastal resources and public coastal access.

The project recently kicked off and Dyett & Bhatia assisted the City with a grant application to the California Coastal Commission and the Coastal Conservancy for sea level rise adaptation measures undertaken as part of the Local Coastal Program Update. Half Moon Bay has the distinction of being a city located entirely within the California Coastal Zone, making sea level rise issues of particular importance in all planning efforts.

The Plan update will give the community its first chance in over 20 years to define a common vision for the future, and provide planning tools and regulations to effectively and efficiently carry out this vision. There is much to like in Half Moon Bay, and the big picture land use pattern is mostly set; thus much of the effort will be focused on maintaining and enhancing the community's character and quality of life while achieving the community's objectives of promoting tourism and fiscal sustainability.



San Carlos Zoning Ordinance Update

San Carlos, California; Adopted 2011

Dyett & Bhatia prepared a comprehensive update of the City's zoning regulations. The new ordinance implements the City's General Plan and results in a concise and user-friendly set of regulations. The update includes new form-based regulations to support a walkable and pedestrian-scaled environment and foster transit-oriented development in the City's Priority Development Areas.

The update is comprehensive, including new districting, use classifications, development and design regulations, supplemental regulations, and procedures. A priority for this project was to craft regulations that allow San Carlos to maintain and enhance the character of existing neighborhoods, promote economic development, and create new identifiable places, consistent with the General Plan.

As part of this project, Dyett & Bhatia also developed a web-based interactive zoning ordinance and map. The interactive zoning map is designed to allow the user to explore zoning information on both citywide and location specific basis and allows users to search zoning information by address or parcel location. The interactive zoning map also includes hyperlinks to key applicable sections of the Zoning Ordinance and other information. The interactive ordinance is easily navigable with drop down menus and hyperlinks, including links to various sections of the Ordinance, such as cross references, application forms, and definitions.

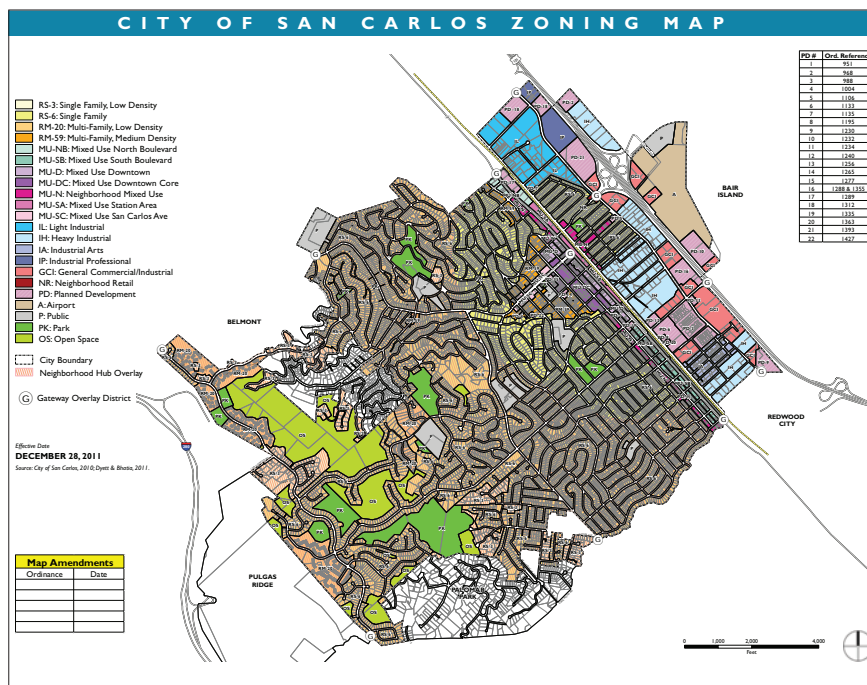
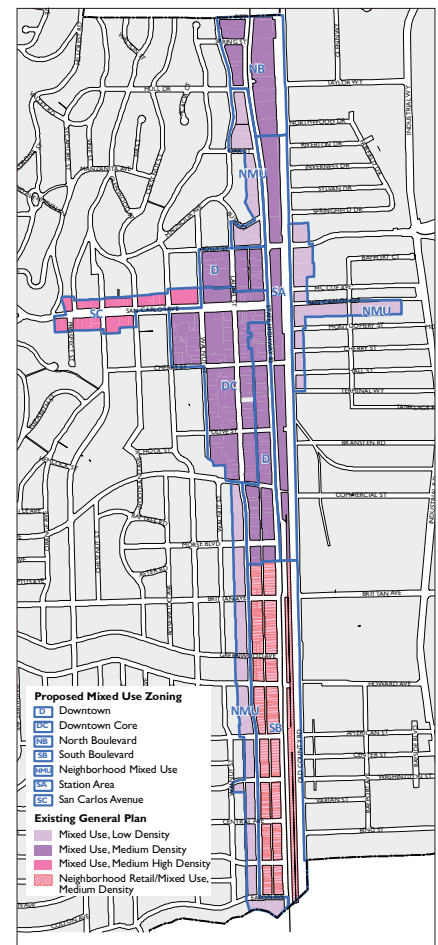


TABLE 16.05.036-3: HEIGHT STANDARDS—MIXED-USE DISTRICTS

District	MU-DC	MU-D	MU-SA	MU-SC	MU-NB	MU-SB	MU-N	Additional Regulations	#
Building Maximum (ft)	50, 30 along East San Carlos Avenue in MU-N District	30 within 40 ft of an RS District	40 within 50 ft of an RS District	n/a	n/a	n/a	n/a	(D) See § 16.15.060, Height and Height Exceptions	1
Building Minimum (ft)	25; Applicable only along Laurel Street and El Camino	n/a	n/a	n/a	n/a	n/a	n/a	See § 16.15.080, Projections into Yards	2
Maximum Height (ft)	28 (A)	28 (A)	See § 16.15.060, Height and Height Exceptions	See § 16.15.080, Projections into Yards	See § 16.15.080, Projections into Yards	See § 16.15.080, Projections into Yards	See § 16.15.080, Projections into Yards	See § 16.15.080, Projections into Yards	3
Maximum Lot Size (sq ft)	10,000	10,000	10,000	10,000	10,000	10,000	10,000	See § 16.15.080, Projections into Yards	4
Minimum Lot Width (ft)	25	25	25	25	25	25	25	See § 16.15.080, Projections into Yards	5
Corner Lots	75	40	40	40	40	40	40	See § 16.15.080, Projections into Yards	6

TABLE 16.04.036: DEVELOPMENT STANDARDS—RESIDENTIAL SINGLE-FAMILY DISTRICTS

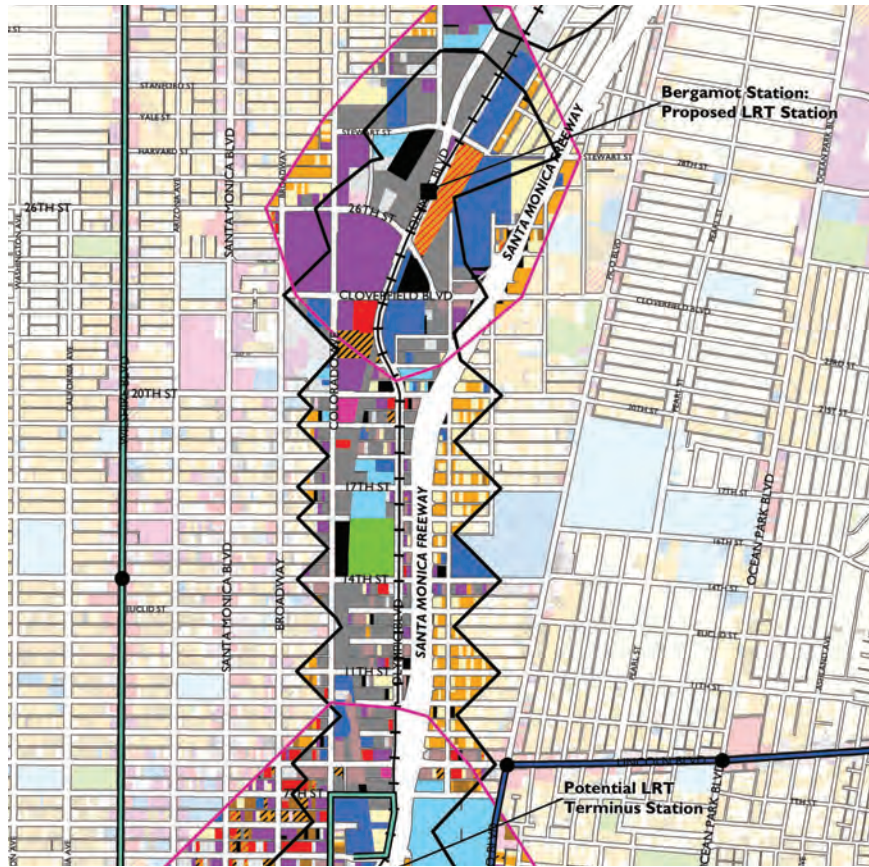
District	RS-3	RS-4	Additional Regulations	#
Lot and Density Standards				
Maximum Density (units/acre)	6	6	See § 16.15.060, Height and Height Exceptions	1
Maximum Lot Size (sq ft)	10,000	10,000	See § 16.15.080, Projections into Yards	2
Minimum Lot Width (ft)	25	25	See § 16.15.080, Projections into Yards	3
Corner Lots	75	40	See § 16.15.080, Projections into Yards	4
Building Form and Location				
Maximum Height (ft)	28 (A)	28 (A)	See § 16.15.060, Height and Height Exceptions	5
Public and Semi-Public Use	38	45	See § 16.15.080, Projections into Yards	6
Front Setback (ft)	20	20	See § 16.15.080, Projections into Yards	7
Interior Side	1st Story: 10	2nd Story: 10	See § 16.15.080, Projections into Yards	8
Street Side	2nd Story: 14 (D)	2nd Story: 9 (D)	See § 16.15.080, Projections into Yards	9
	1st Story: 10 (E)	1st Story: 7.5 (E)	See § 16.15.080, Projections into Yards	10
	2nd Story: 14 (D, E)	2nd Story: 11.5 (D, E)	See § 16.15.080, Projections into Yards	11



Land Use/Circulation Elements, Zoning Ordinance, and EIR

Santa Monica, California; Ongoing

APA California Chapter Award, Santa Monica Land Use and Transportation Element (2010)



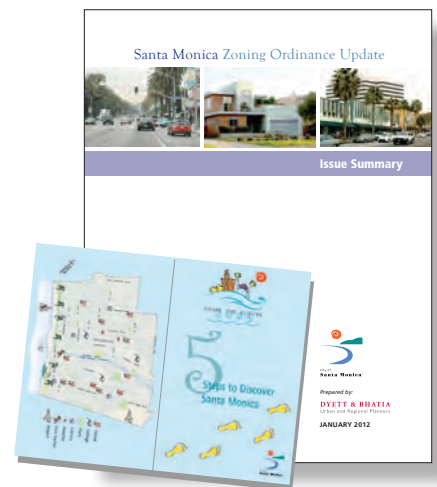
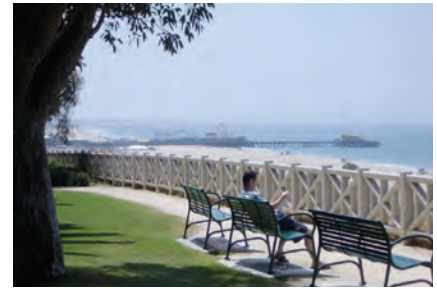
Possibilities along the Exposition Light Rail Corridor

Santa Monica is a community with a strong sense of place, distinction, and character. Since completion of the City's last comprehensive Land Use/Circulation Element (LUCE) update in 1984, Santa Monica has been a leader in the development of new planning approaches that combine a concern for providing housing, transportation and other opportunities for a diverse population, while fostering pedestrian-scaled environments, sustainability, and preservation of the City's character and heritage.

Dyett & Bhatia was involved in the extensive public participation effort that culminated in the adoption of the LUCE in July 2010. An integral part of that work was an extensive public participation

program that involved approximately 2,500 community members who directly contributed their ideas by attending workshops and forums, participating in the youth program, and providing comments through surveys, and mailing in "Discover Santa Monica Guidebooks" sent to every household in the city.

Now Dyett & Bhatia is preparing a comprehensive update of the City's Zoning Ordinance to implement the award-winning LUCE. In addition to implementing the LUCE, project objectives include improving the permit review process, creating a more user-friendly, clear and concise document, and creating a regulatory structure that will accommodate 21st century land uses, activities, and



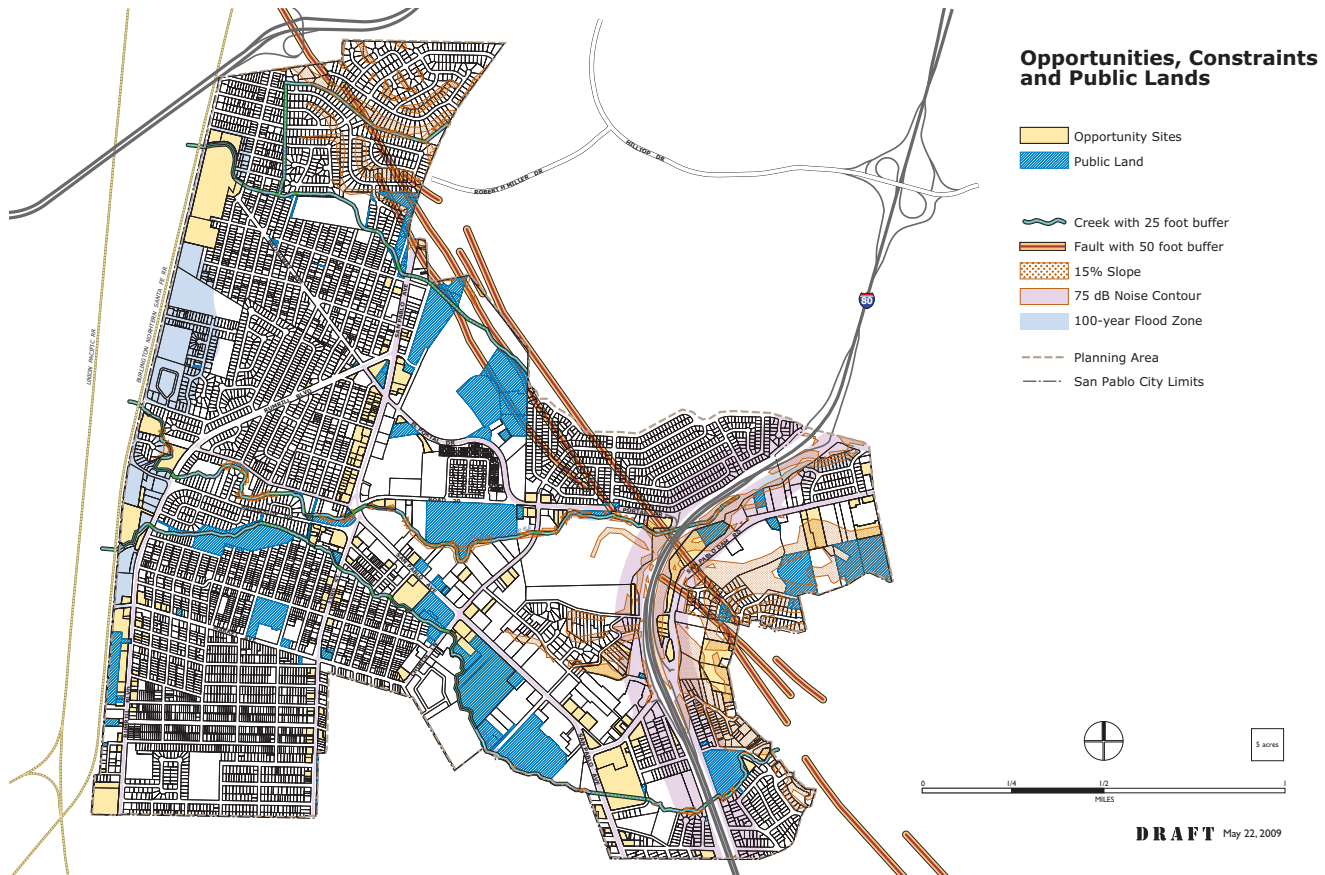
needs. A major emphasis of the project is on devising approaches that will provide greater certainty to the community and applicants while allowing the degree of creativity needed to generate the quality of design the City wants. Another key element of the work will be to formulate provisions to implement LUCE provisions that allow increases in height and floor area in exchange for community benefits.

San Pablo General Plan, EIR, and Housing Element Update

San Pablo, California; 2011

APA National Award of Achievement in Environmental Planning: San Pablo General Plan Health Element (2013)

APA Northern California Section Focused Issue Award: San Pablo General Plan Health Element (2012)



The last time San Pablo updated its General Plan was in 1996. While some areas of the city have changed very little over the years, others have undergone a significant transformation. Additionally, a number of new State and federal laws guiding Plan policies have come into effect since the last General Plan. A major revision of the Plan is therefore necessary to eliminate any obsolete elements, ensure legal conformity, and address new challenges.

The new General Plan responds to key ideas from the community and focuses on current and future community needs. The Plan establishes a new vision for the City, one that fosters mixed use development along the City's transportation corridors and protects San Pablo's environmental quality. In addition to the usual General Plan elements, the San Pablo

General Plan is unique in that it includes an Economic Development Element that establishes policies to build a diversified job base, expand education and training, and develop regional attractions for the city. A Health Element is also included in the Plan to promote the physical health and emotional well being of San Pablo residents.

Other objectives not covered in the 1996 plan are addressed in the new Plan. These include managing the amount and extent of growth through a Growth Management Element, and promoting walkability through the Circulation Element.

In addition to the General Plan, Dyett & Bhatia prepared an EIR for the city. The EIR will mitigate any physical impacts of the General Plan and was adopted concurrently with the General Plan.





Michael V. Dyett, FAICP

Principal

Michael Dyett specializes in comprehensive planning, zoning and subdivision regulations, urban design, form-based codes, growth management and implementation systems design. He is also skilled in environmental assessment and transportation policy research, focusing on development patterns and land use-transportation linkages, and has conducted economic and fiscal impact analyses. He has served as a Visiting Professor at the University of California at Berkeley directing a land use/transportation studio, and as an adjunct faculty member for national workshops conducted by the Lincoln Institute and the American Planning Association. He has taught professional education short-courses on land use and transportation for the Institute for Transportation Studies (ITS) at the University of California, Berkeley, as a part of their Technology Transfer Program. Michael Dyett has also led panels on comprehensive planning and zoning for the American Planning Association.

Education

Master of Regional Planning
Harvard University Graduate School of Design

Bachelor of Arts
Harvard College

Awards

He has directed projects that have won over 15 major awards, including National Honor Awards from the American Planning Association. He is a member of the College of Fellows of the American Institute of Certified Planners. He is past president of the San Francisco Economic Round Table and former member of the Advisory Council of the San Francisco Bay Area Air Quality Management District. Mr. Dyett was on the Board of Directors of the Mill Valley Historical Society and served as Vice Chair of the Miller Avenue Design Advisory Committee, directing design and construction of a "complete street" for Mill Valley's major commercial artery with a \$20 million budget. He was recently appointed to the Mill Valley Zoning and Design Advisory Committee.

Recent Assignments

General Plans, Specific Plans, and Implementation Programs

Michael Dyett has been the Principal-in-charge or Participating Principal for comprehensive general plans, specific plans, area plans, plan implementation programs, and environmental impact reports for over 25 cities and counties, including:

- | | |
|-------------------------------------|--------------------------------|
| • Belmont | • Pacifica |
| • Benicia | • Pittsburg |
| • Burlingame Bayfront | • Placencia Town Plan (Belize) |
| • Chico | • Pleasant Hill |
| • Concord | • Pleasanton |
| • Carlsbad | • Porterville |
| • Emeryville | • Salinas |
| • Fresno | • Santa Barbara County |
| • Fossil Creek Area Plan (Colorado) | • Santa Fe (New Mexico) |
| • Humboldt County | • San Mateo Downtown |
| • Larimer County (Colorado) | • San Ramon |
| • Lemoore | • San Pablo |
| • Los Banos | • Santa Monica |
| • Martinez | • South San Francisco |
| • Menlo Park El Camino Corridor | • Vacaville |
| • Milpitas | • Visalia |
| • Orinda | • Yuba City |

Mr. Dyett has been directly responsible for managing EIRs on several of the above projects. He has also served as an expert witness on the legal adequacy of general plans and the environmental documents for those plans.

Linking Land Use and Transportation

Michael Dyett prepared regulations to promote transit for the City of Tacoma and Pierce Transit and for the Riverview Light Rail Corridor in St. Paul, MN. He has also prepared model regulations for transit-oriented development for Portland's metropolitan transit agency (Tri-Met), and the implementation program for the LUTRAQ (Land Use Transportation and Air Quality) Project in Oregon. He led the firm's research on land use and urban development impacts of beltways for the U.S. Department of Transportation, and directed analysis of land use impacts of BART. The National Research Council, the Institute for Transportation Engineers, Western City, and the University of Wisconsin have published his research on transportation/land use linkages.

Zoning Ordinances

Michael Dyett has unsurpassed national expertise in the preparation of 40 comprehensive city- and countywide zoning and subdivision ordinances. He also prepared benchmark reports and zoning regulations for downtowns of major cities, for pedestrian- and transit-oriented development, and for Traditional Towns, Traditional Neighborhoods, and Traditional Marketplaces. Current and past experience includes:

City- and Countywide Regulations

- Abu Dhabi (UAE)
- Albany
- Austin (Texas)
- Belmont (Signs)
- Benicia
- Beverly Hills
- Carmel
- Chicago
- Cincinnati (Ohio)
- Concord
- El Cerrito
- Emeryville
- Gilbert (Arizona)
- Goleta
- Half Moon Bay
- Henderson (Nevada)
- Houston (Texas)
- Huntington Beach
- Larimer County (Colorado)
- Los Angeles County
- Manhattan Beach
- Manteca
- Maricopa (Arizona)
- Marina
- Memphis (Tennessee)
- Menlo Park
- Mesa (Arizona)
- Milwaukee (Wisconsin)
- Monterey
- Morro Bay
- Oakland
- Oceanside
- Palm Beach County (Florida)
- Pasadena
- Pleasant Hill
- Porterville
- Portland (Oregon)
- Prince George's County (Maryland)
- Redding
- Riverside
- San Carlos
- San Jose
- San Leandro
- San Ramon
- Santa Cruz
- Santa Monica
- South San Francisco
- St. Mary's County (Maryland)
- Tucson (Arizona)
- Washoe County (Nevada)

Downtown Regulations

- Abu Dhabi (UAE)
- Chicago (Illinois)
- Kansas City (Missouri)
- Portland (Oregon)
- Philadelphia (Pennsylvania)
- San Francisco (Chinatown)
- San Diego (downtown & East City)
- Scottsdale (Arizona)

Mixed-use, Pedestrian, and Transit-Oriented Regulations

- Seattle: TOD Zoning Framework
- Tri-Met (Portland, OR): Model Regulations for Transit
- Tacoma: Citywide Mixed-use and Transit-oriented Development Standards



Sophie Martin, AICP

Associate Principal

Ms. Martin is a skilled land use planner with extensive experience in community planning, real estate economics, transit oriented development, and environmental sustainability issues. She has worked on general and specific plans, economic analysis, and environmental impact reports throughout California. Additionally, she has completed extensive research on a range of planning issues, including development rating and endorsement systems and innovative approaches to sustainable neighborhood design. She is skilled in community engagement and public meeting facilitation.

Education

Master in City Planning
Massachusetts Institute of
Technology (MIT)

Bachelor of Arts in Urban Studies
Stanford University

Awards

APA Central California Section
Award, 2013
Turlock General Plan

Presentations

APA Conference Invited Presenta-
tion, 2012 and 2013
*Diverse Communities, Diverse
Strategies, Lessons from Multi-
cultural Outreach*

Recent Assignments

Highway 29 Gateway Corridor Plan. Dyett & Bhatia was selected by the Napa County Transportation & Planning Agency to prepare a plan for the Highway 29 Corridor through Napa and Solano counties. As Project Manager, Ms. Martin is leading visioning, public outreach, and development of context-sensitive corridor improvement concepts.

Woodland General Plan Update, Housing Element, Climate Action Plan, and EIR. As the project manager for this project, Ms. Martin led the analysis of existing conditions and the initial community visioning process, and is beginning to drafting the Preferred Plan.

MTC Smart Growth Technical Assistance. Ms. Martin leads the on-call team for technical assistance to local jurisdictions and regional planning agencies in the San Francisco Bay Area. The most recent project, which Ms. Martin is managed, was a detailed parking strategy and zoning ordinance amendments for North Fair Oaks in San Mateo County.

Turlock General Plan, Housing Element, and Environmental Impact Report. Ms. Martin was the project manager for the Turlock General Plan Update, adopted in September 2012, and the lead contributor to existing conditions research, public outreach, development of land use alternatives, policy review, and environmental analysis. She also prepared the Housing Element, adopted in January 2012 and certified by HCD.

Visalia General Plan and Environmental Impact Report. As Deputy Project Manager for the Visalia General Plan Update and EIR, Ms. Martin assisted on policy formulation; identifying metrics for sustainability; community outreach; and subconsultant team management.

Redlands Housing Element Update. Ms. Martin is managing the update to the City of Redlands' Housing Element. Her duties include stakeholder outreach, policy writing, and coordination with the California Department of Housing and Community Development.

San Pablo Avenue Specific Plan. Ms. Martin led the market assessment and evaluation of development needs and trends for the San Pablo Avenue corridor. The report analyzed real estate market depth for residential, retail, office, and entertainment/hospitality uses.

American Canyon Circulation Element Update Environmental Impact Report. Ms. Martin managed the EIR accompanying the update to the City of American Canyon's General Plan Circulation Element, adopted in 2012. Her work included identification of circulation system alternatives, environmental settings assessment, and impact analysis.



Peter Winch, AICP

Senior Associate

Mr. Winch specializes in land use planning, zoning, and urban design. He has worked on general plans, specific and master plans, local coastal programs, zoning, and environmental impact reports. Research interests include the integration of transportation corridors into the urban environment and the coordination of public facilities and city planning.

Education

Master in Urban Design
University of Michigan

Master in Urban Planning
University of Michigan

Bachelor of Arts in Urban Studies
Brown University

Recent Assignments

Princeton General Plan Amendments, Local Coastal Plan Update, and EIR. Mr. Winch is contributing to extensive community outreach (including Spanish language integration) and will be responsible for managing the Local Coastal Land Use Plan Update.

Pacifica General Plan and Local Coastal Land Use Plan. Mr. Winch is the project manager for the Pacifica General Plan and Local Coastal Plan Update. Responsibilities include existing conditions analysis, community workshops, presentations to decision-makers, and Plan development. The General Plan and LCP emphasize visitor-oriented economic development, shopping center redevelopment as transit-oriented nodes, and biological resource protection.

Carlsbad General Plan and Local Coastal Land Use Plan. Mr. Winch is the main project planner for the Local Coastal Plan Update, and a key contributor to General Plan outreach and policies.

Turlock General Plan Update and Environmental Impact Report. For the Turlock General Plan Update, Mr. Winch was engaged in each stage of the project from inception through Plan development and environmental review. The new Plan was adopted in September 2012 and awarded an APA section award in 2013.

Visalia General Plan Update and Environmental Impact Report. Mr. Winch is a project planner for the Visalia General Plan Update. He has been involved in Preferred Plan refinement, buildout analysis, the drafting of the General Plan policy framework, and community involvement including leading Spanish-language focus sessions.

Southeastern San Diego and Encanto Community Plans. Mr. Winch is the project manager for plan updates for two diverse communities in San Diego. Existing Conditions reports have been completed, and an extensive community involvement program is currently underway. Land use alternatives and mobility concepts will be evaluated, leading to plan completion by the end of 2013.

Lake Merritt Station Area Plan and Environmental Impact Report. Mr. Winch has been a key contributor on the proposed Plan and EIR for the Lake Merritt BART Station Area in Oakland. Key issues include the protection of historic resources and the creation of community benefits in the context of new high-intensity development.

Los Angeles County Zoning Ordinance Update. Mr. Winch contributed to the comprehensive update of Los Angeles County zoning code. His work included drafting new zoning chapters for renewable energy facilities, recycling and waste facilities, and urban farming, and updating design guidelines.



Josh Pollak

Associate

Mr. Pollak is an environmental planner with a background in environmental sciences, regulatory compliance, planning, and environmental analysis, including air quality, greenhouse gas and hydrologic modeling. Before joining Dyett & Bhatia, Mr. Pollak worked as an Analyst at Horizon Water & Environment on a variety of environmental planning, watershed science, water resource management, and regulatory compliance projects.

Education

Dual Masters' in Environmental Planning: City Planning and Landscape Architecture
University of California, Berkeley

Bachelor of Science in Environmental Sciences, with High Honors
University of California, Berkeley

Technical Training

Clean Water Act Section 404: Nationwide and Other Specialized Permits, Spring 2013, UC Davis Extension

Writing Effective CEQA Documents, Spring 2012, UC Davis Extension

CEQA Basics Workshop, Fall 2010, Association of Environmental Professionals

Recent Assignments

Carlsbad Climate Action Plan and General Plan Environmental Impact Report. Mr. Pollak is the primary author of the Carlsbad Climate Action Plan, which inventories citywide and local government greenhouse gas (GHG) emissions, forecasts future GHG emissions, and provides a comprehensive strategy and actions to manage and reduce GHG emissions, consistent with state reduction targets. He also performed technical modeling for the plan, including GHG forecasting and the effect of GHG reduction measures. In addition, he conducted the impact analyses for the land use, population and housing section and the alternatives section of the EIR.

Pacifica General Plan Environmental Impact Report. Mr. Pollak conducted a citywide greenhouse gas emissions forecast for the General Plan and 3 alternatives. As assistant project manager, he also reviewed sections on transportation and air quality, and coordinated the management and production of the Draft EIR.

Lake Merritt Station Area Plan Environmental Impact Report. As assistant project manager for the EIR, Mr. Pollak ran the California Emissions Estimator Model (CalEEMod) for the air quality and alternatives analysis, reviewed transportation section, and coordinated the management and production of the Draft EIR.

Work Experience

Horizon Water & Environment
Environmental Analyst (2010-2013)

Responsibilities: prepared environmental impact reports and technical analyses on a variety of resource topics, including hydrology, geology, water quality, air quality, greenhouse gases, land use, noise, agricultural resources, and energy; performed air quality and hydrologic modeling; analyzed land use and planning information for expert witness deposition; and prepared technical reports and memoranda, GIS maps, and graphic representations of complex planning issues.

Significant Projects: prepared a large portion of the Kern River flow and municipal water EIR, managed a creekside land conservation planning exercise to identify available parcels for future acquisition by the City of Oakland, managed for a hydrology and erosion study for a 360-acre farm in Monterey, prepared portions for the Marine Life Protection Act north coast study region EIR, authored sections of the Town of Windsor water master plan update EIR, and developed regulations for Department of Fish and Wildlife's suction dredge permitting program.

Mark E. Spencer, PE

Principal



Education

MS in Civil Engineering, *University of California, Berkeley*, 1989
B. Eng. in Civil, *McGill University*,
Montreal, Canada, 1988

Affiliations/Activities

Institute of Transportation Engineers
(ITE), *Bay Area Section President*,
2003-2004
Chair, ITE Western District Annual
Meeting, San Francisco, 2010
Transportation Consultants Council
Executive Board, *Member*
South Bay Transportation Officials
Association, *President, 2000*

Registration

Professional Engineer in California:
Traffic Engineer – *Certificate No. 1737*

Professional History

2011 – Present *W-Trans*
1990 – 2011 *DKS (Principal)*

Background

Mr. Spencer, who manages the W-Trans Oakland office, is responsible for directing planning projects of all types. Mr. Spencer is recognized for his ability to present findings to both decision-makers and the general public in a clear and concise manner. He has served as a San Francisco Bay Area ITE Officer and chaired the 2010 Western District Local Arrangements Committee.

Publications and Presentations

ADA Design vs. Practicality: Training Engineers to Go Beyond the Manuals, with L. Lim-Tsao, presented at the ITE Western District Annual Meeting, Anchorage, AK, July 2011
Implementation of San Jose's Parking Guidance System, with J. West, presented at the TRB Annual Meeting, Washington, DC, January 2004 and published in *Transportation Research Record*, Journal of the Transportation Research Board, No. 1886, 2004
Merging ITS Into the Santa Clara County Transportation Plan 2020, with C. Emoto, presented at the ITE Annual Meeting, Las Vegas, NV, August 1999
Spartan Stadium Parking and Transportation Plan, with D. Dagang and J. Harrison, presented at the ITE District 6 Annual Meeting, San Jose, CA, July 1998

Representative Projects

CEQA EIR/NEPA EIS

- *BART* – Segment 2 Seismic Retrofit Program EIR/EIS
- *EBMUD* – West of Hills Northern Pipeline Installation Project
- *Fremont* – Ohlone College Master Facilities Plan EIR
- *Menlo Park* – SRI Campus, Facebook Campus EIR
- *Oakland* – Creekside EIR

Transportation Planning

- *BART* – Traffic Control Plans for San Francisco Street Grate Replacement
- *Belmont* – Ralston Avenue Complete Streets Corridor Study
- *Fremont* – State Route 84 Truck Restriction Study
- *Hercules, San Bruno, Fremont and Pacifica* – General Plan Circulation Element Updates
- *Santa Clara County* – Silicon Valley Main Street Best Practices Study
- *Walnut Creek* – Shadelands Gateway Specific Plan

Parking Studies

- *Morgan Hill* – Downtown Parking Management Plan
- *San Jose* – Parking Guidance System
- *Santa Clara* – Santa Clara University Parking Study
- *VTa* – El Camino BRT Parking Analysis

School Traffic and Parking Studies

- *Atherton* – Sacred Heart Schools Master Plan Transportation Analysis
- *Menlo Park* – Oak Knoll and Encinal School Safe Routes to School Plans
- *Oakland* – Bentley School TDM Monitoring
- *San Jose* – Franklin Elementary School Access Improvements

Traffic Impact Studies

- *Alameda* – Fire Station No. 3 Relocation Study
- *Oakland* – Civic and Centrada Traffic Impact Studies
- *San Francisco* – SF Jazz Facility, City College of SF, SFO Master Plan Traffic Studies
- *San Jose* – Goble Lane Residential, Tully Road Ball Fields, and SJIA Master Plan EIR/EIS Traffic Studies
- *South San Francisco* – Centennial Village Transit Oriented Development

On-Call Traffic Engineering Services

- *Albany* – Development and design review
- *El Cerrito* – Engineering and Traffic Surveys
- *Menlo Park* – Development project and policy consistency analysis, mitigation plan review
- *Pleasanton* – Traffic impact studies of mixed-use developments
- *San Bruno* – Traffic signal and stop sign warrants, traffic calming toolkit, parking analysis

Samuel Lam, PE

Engineer



Education

MS in Transportation Engineering,
University of California, Berkeley, 2011

BS in Civil and Environmental
Engineering, *University of
California, Berkeley, 2010*

Affiliations/Activities

Institute of Transportation Engineers
(ITE), *Member*

Registration

Professional Engineer in California:
Civil Engineer – *Certificate No. 81362*

Professional History

2011 – Present W-Trans
2010 – 2011 San Francisco
Municipal
Transportation
Agency
2009 – 2010 City of Arcadia
2008 California
Department of
Transportation

Background

Mr. Lam prepares traffic impact analyses, Synchro analyses, warrant analyses, traffic collision analyses, traffic engineering designs, evaluations of alternative modes of transportation, and transit planning and engineering. Prior to joining W-Trans, he worked at the San Francisco Municipal Transportation Agency from 2010-2011 as a transit planning and engineering intern.

Representative Projects

Traffic Impacts

- *Atascadero* – Eagle Ranch Environmental Impact Report
- *Atascadero* – Walmart Environmental Impact Report
- *Campbell* – 1677 S. Bascom Avenue Mixed Use Development Traffic Impact Study
- *Hawaii* – Traffic Assessment for Ocean Pointe
- *Rohnert Park* – Northwest Specific Area Plan

Bicycles and Pedestrians

- *Santa Cruz County* – Monterey Bay Scenic Sanctuary Trail Traffic Engineering Assistance
- *Santa Monica* – Evaluation of Rectangular Rapid Flashing Beacons
- *Santa Rosa* – Pedestrian Hybrid Beacon (HAWK) Signal Design

Traffic Engineering Design

- *American Canyon* – Design Improvements for Broadway South Roadway
- *Bay Area Rapid Transit (BART)* – Traffic Control Plans
- *Santa Monica* – In-Pavement Warning Light Standard Designs
- *Windsor* – Pavement Marking Design

Traffic Operation

- *Fort Bragg* – Main Street Merge Traffic Analysis
- *Mill Valley* – Transportation Plan Implementation Feasibility Study
- *Novato* – San Marin Drive/Atherton Avenue Interchange Analysis
- *Santa Rosa* – Courthouse Square Reunification Traffic Analysis

Complete Streets

- *Belmont* – Ralston Avenue Corridor Study
- *San Rafael* – Pt. San Pedro Road Median Evaluation

Grant Applications

- *Novato* – Class II Bike Lane Connection Project on Olive Avenue (HSIP)
- *Paradise* – Skyway Corridor Plan (HSIP)
- *Santa Rosa* – Regional Class II Bike Lane Commute Corridor Gap Closures (BTA)

RICHARD WALTER

Principal/Senior CEQA Advisor

Rich Walter has 22 years of experience in environmental planning, compliance strategy, permitting, and mitigation development and implementation. He has worked on numerous controversial and complex environmental planning and compliance projects. Rich has directed and participated in environmental impact assessment, alternatives analysis, and permitting processes for a variety of proposed developments including: commercial development, residential subdivisions; golf courses; resorts; flood control; water pipelines; wetland restoration; marine oil terminals; natural gas power plants and pipelines; roads, highways, and bike paths; vineyards; industrial parks; telecommunications, marine landings, backhaul, and urban ring projects; and mines. He has managed projects that comply with NEPA, CEQA, ESA and CESA, NHPA, the Clean Air Act, CWA, the California Coastal Act (CCA), the Coastal Zone Management Act, as well as other state and local mandates. Rich also co-leads ICF's California municipal climate action planning practice, which includes advising municipal and private clients on the development of policies dealing with greenhouse gas emissions, climate change, general plans, regional transportation plans, and NEPA/CEQA analysis of climate change impacts.

Years of Experience

- Professional start date: 06/1992
 - ICF start date: 9/2000
-

Education

- MA, International Relations/ Energy, Environment, Science, and Technology, The Johns Hopkins University School for Advanced International Relations, 1993
 - BA, History, Stanford University, 1985
-

Relevant Project Experience

East Contra Costa County HCP/NCCP EIS/EIR—County of Contra Costa, California: Project director for preparation of EIS/EIR for landscape level conservation plan for over 75,000 acre area in the eastern part of the county.

El Charro Specific Plan Business/Commercial Park Project EIR, Permitting and Mitigation Design—City of Livermore, California: Project director for an EIR for 240-acre business/commercial park in western Livermore accommodating 1.5 million square feet of mixed commercial uses.

Mixed-Use Residential and Commercial Project EIR—City of Union City, California: Project director for an EIR for ~1,000 unit mixed use project at the Union City Intermodal Station. The project was the largest transit-oriented project in City history

Pebble Beach Company's Del Monte Forest Commercial and Residential Development EIRs—County of Monterey, California: Project director for two EIRs for a suite of commercial and residential developments in the Del Monte Forest portion of the Monterey Peninsula, proposed by the Pebble Beach Company.

Sunset Industrial/Commercial Park, Sunset Sports Complex, and Corporation Yard EIR—City of Brentwood, California: Served as project manager for an EIR for multi-use development of property including an industrial/commercial business park, municipal corporation yard, and public sports complex.

ERIN EFNER

Senior CEQA Project Manager

Erin Efner is a senior project manager with ICF's environment and planning division. She has over 13 years of environmental experience involving natural and social sciences and environmental policy. She has managed CEQA and NEPA environmental document preparation for over 11 years. Erin's project experience includes documents for transportation, large residential projects, infill development, affordable housing, commercial/ industrial projects, elementary and high schools, mixed-use developments, specific plans, and General Plan Updates. Erin also has experience on large-scale land use plans including General Plans (individual elements as well as comprehensive updates) as well as specific plans covering large geographic areas. She has conducted and overseen complex environmental analysis in jurisdictions with active communities. Her general responsibilities include directing project teams; preparing and managing project work plans, scopes, schedules, and budgets; marketing services among existing and prospective clients; and participating in project opportunity evaluation.

Years of Experience

- Professional start date: 10/2003
 - ICF start date: 01/2013
-

Education

- MPP (Master of Public Policy), Environmental Policy Concentration, University of Maryland, 2003
 - BS, Environmental Studies/ Geography, University of California, Los Angeles, 1999
-

Project Experience

1300 El Camino Real Project Environmental Review—City of Menlo Park, California:

Project manager for 420,000 sf mixed use project in PDA in Menlo Park including approximately 195,000 sf of office space; approximately 203,000 sf of residential space (209 housing units); and approximately 22,000 sf of retail/restaurant space. ICF is pursuing use of SB 226 streamlining CEQA compliance.

Mission Rock (Seawall Lot 337/Pier 48) EIR—Seawall 337 Associates LLC, Inc.: Project development of approximately 3.6 million square feet in the China Basin area of the City, immediately south of AT&T Park including a variety of uses, including brewery, restaurant and retail.

Commonwealth Corporate Center Project—City of Menlo Park, California: Project Manager for CEQA review. The redevelopment proposed for two four-story office/ research and development buildings totaling approximately 259,919 square feet.

2004 and 2009 Housing Element Program EIR—City of San Francisco Planning Department, San Francisco, California

Served as project manager for CEQA review while employed at Christopher A. Joseph and Associates and Atkins. The proposed elements provide direction for housing to accommodate the City's share of the regional housing need as determined by the Regional Housing Needs Allocation for 2007–2014, which shows a need for 4,159 units per year.

KIRSTEN CHAPMAN

Project Coordinator/Deputy Project manager

Kirsten Chapman has over six years of experience in project management/coordination and environmental planning. She is skilled in the CEQA/NEPA process and has worked with municipal and federal clients, particularly in the San Francisco Bay Area. She is responsible for writing sections for CEQA documents such as Initial Studies (IS), Mitigated Negative Declarations (MND), Draft Environmental Impact Reports (EIR), Final EIRs, and Statements of Overriding Considerations. She assists with project management, environmental analysis, technical report preparation, quality control/quality assurance (QC/QA), and editing documents for production, as well as completing research for CEQA documents and proposals.

Years of Experience

- Professional start date: 02/2007
 - ICF start date: 01/2013
-

Education

- BA, Environmental Studies/Economics, University of California, Santa Cruz, 2007
 - BA, Politics with honors, University of California, Santa Cruz, 2007
-

1300 El Camino Real Project Initial Study—City of Menlo Park, California

Serving as the deputy project manager. Since the project site is within the Downtown Specific Plan area, the project will likely fulfill the requirements of Senate Bill 226 Infill Streamlining and a Negative Declaration will be prepared using the Infill Environmental Checklist. The project would demolish the existing structures in the southern portion of the site and construct approximately 420,000 square feet (sf) of mixed uses at the site.

The Village at San Antonio Center Phase II Project—City of Mountain View, California

Served as technical writer. Prepared Aesthetics section for the Draft EIR. This infill project would involve the redevelopment of an approximately 9.9-acre site currently occupied by approximately 59,655 sf of commercial and retail buildings with associated parking. The project would develop approximately 1.2 million sf of office, commercial, hotel, retail, cinema, and restaurant uses.

Burlingame Safeway Mixed-Use Development IS/MND—City of Burlingame, California

Served as the deputy project manager. While at employed Atkins, was responsible for writing most sections of the IS, oversaw publication, progress reports, budget amendments, and working with subconsultants. The project involved demolition of the existing retail buildings at the project site and construction of new mixed-use development buildings, as well as renovation of another existing building at the site.

Burlingame Downtown Specific Plan IS/MND—Kevin Gardiner & Associates, Burlingame, California

Served as the Deputy Project Manager. While at Atkins, prepared several sections of the IS/MND and helped oversee publication of the document. The project involved completion of an IS and analyzed the Burlingame Downtown Specific Plan, which is meant to guide future development in the downtown area.

DYETT & BHATIA
Urban and Regional Planners

755 Sansome Street, Suite 400
San Francisco, California 94111
☎ 415 956 4300 📠 415 956 7315
www.dyettandbhatia.com



STAFF REPORT

Meeting Date: July 8, 2014

Agenda Item # 8F

Agency: Belmont Fire Protection District

Staff Contact: Matt Lucett, Belmont Fire District, 650-595-7437, mlucett@belmont.gov

Agenda Title: Resolution of the Belmont Fire Protection District Authorizing a Purchase Order to L.N. Curtis & Sons in an Amount not to Exceed \$21,336.75 for Firefighter Turnout Garments

Agenda Action: Resolution

Recommendation

Authorize a purchase order for replacement Globe Brand Firefighter Turnout garments from L.N. Curtis & Sons for an amount not to exceed \$21,336.75.

Background

An integral part of a firefighter's structural firefighting protection is the "turnout" gear they wear. These garments are worn by on-duty fire personnel almost every day when responding to emergency incidents. Each firefighter is issued two sets of "turnout" garments, so they have a spare set to wear if/when one set becomes soiled and in need of decontamination and cleaning.

Analysis

The National Fire Protection Association (NFPA) is the lead agency that establishes the standards that fire departments base many of their operations and standards from. The NFPA standard associated with protective wear states: "Structural firefighting ensembles and ensembles elements shall be retired in accordance with 10.2.1 or 10.2.2 no more than 10 years from the date the ensembles or ensembles elements were manufactured". The garments currently assigned to Fire District personnel have been purchased at different times over the years, and the data associated with the manufacturer and retirement dates of these garments are maintained by the district. This results in the ability to accurately project replacement costs as part of the budgeting process. As a result, the district has identified nine turnout coats and nine turnout pants that are due for replacement. The Globe Brand Firefighter Turnouts are the only firefighting garments that meet the Fire District's protective wear specifications and L.N. Curtis & Sons is the only vendor on the west coast that sells the Globe Brand Turnout garments.

Alternatives

1. Take no action.
2. Refer back to staff for further information

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: There are sufficient funds in Fund 223 Belmont Fire Protection District specifically for this purpose
-

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT AUTHORIZING A PURCHASE ORDER TO L.N. CURTIS & SONS NOT TO EXCEED \$21,336.75 FOR THE PURCHASE OF FIREFIGHTER TURNOUT GARMENTS

WHEREAS, an integral part of a firefighter's structural firefighting protection is the "turnout" gear they wear; and,

WHEREAS, the National Fire Protection Association (NFPA) is the lead agency that established the standards that fire departments base many of their operations and standards from; and,

WHEREAS, the NFPA standard associated with protective wear states: "Structural firefighting ensembles and ensembles elements shall be retired in accordance with 10.2.1 or 10.2.2 no more than 10 years from the date the ensembles or ensembles elements were manufactured"; and,

WHEREAS, the garments currently assigned to Fire District personnel have been purchased at different times over the years; and,

WHEREAS, the Fire District has identified nine turnout coats and nine turnout pants that are due for replacement.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

SECTION 1. The District Manager is authorized to execute a purchase order for the purchase of Firefighter Turnout Garments from L.N. Curtis & Sons for an amount not to exceed \$21,336.75.

* * *

ADOPTED July 8, 2014, by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

Board Attorney



STAFF REPORT

Meeting Date: July 8, 2014

Agenda Item # 8G

Agency: Belmont Fire Protection District

Staff Contact: Matt Lucett, Belmont Fire District, 650 595-7437, mlucett@belmont.gov

Agenda Title: Resolution of The Belmont Fire Protection District Authorizing a Purchase Order with Central County Fire Department in an Amount Not to Exceed \$50,000 for Fleet Maintenance Services for FY 2015

Agenda Action: Resolution

Recommendation

Authorize a Purchase Order for the cost of fleet repair and maintenance with Central County Fire Department in an amount not to exceed \$50,000 for FY 2015.

Background

In an effort to continue to look for ways in which the Fire District could operate more efficiently, it was determined that the larger vehicle fleet (Fire Engines, Trucks & Hazardous Materials Units) should be managed by the Operations Battalion Chief as part of the shared fire management agreement with San Mateo and Foster City. Additionally, it was recognized that the Central County Fire Department's Maintenance Division, who already handled the maintenance and repairs of San Mateo Fire Department's vehicle fleet, could provide enhanced service to the Fire District at a reduced cost from previous vendors. As a result, on October 8, 2013 the Fire District Board of Directors authorized a Service Agreement for the cost of fleet maintenance services with the Central County Fire Department in an amount not to exceed \$50,000.

Analysis

To date, the management of the larger vehicle fleet by the shared Battalion Chief, and the agreement with the Central County Fire Department has proven very successful. Having the fleet under one manager has allowed the Department to better track repairs performed as well as maintenance scheduling of the vehicles. The authorization of this purchase order allows for better tracking of the repair and maintenance services performed by the Central County Fire Department's Maintenance Division of the larger vehicle fleet for the next fiscal year.

Alternatives

1. Take No Action
2. Refer back to staff for further information

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: There are sufficient funds in Fund 223, Belmont Fire Protection District.
-

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT AUTHORIZING A PURCHASE ORDER WITH THE CENTRAL COUNTY FIRE DEPARTMENT FOR AN AMOUNT NOT TO EXCEED \$50,000 FOR FLEET MAINTENANCE SERVICES FOR FY 2015

WHEREAS, it was identified that the management of the larger vehicle fleet, including fire engines, trucks and the hazardous materials unit could be handled by the Operations Battalion Chief as part of the shared fire management agreement with San Mateo and Foster City; and,

WHEREAS, it was recognized that the Central County Fire Department's Maintenance Division could provide the Fire District enhanced repair and maintenance services of the larger vehicle fleet at a reduced cost from previous vendors; and,

WHEREAS, on October 8, 2013 the Fire District Board of Directors authorized a Services Agreement for the cost of fleet maintenance services with the Central County Fire Department in an amount not to exceed \$50,000; and,

WHEREAS, to date the management of the larger vehicle fleet by the shared Battalion Chief and the signed agreement with the Central County Fire Department has proven very successful; and,

WHEREAS, it is anticipated that the fleet repair and maintenance costs for this fiscal year will increase slightly as the fleet continues to age; and,

WHEREAS, authorization of the purchase order will allow the Department to better track the repair and maintenance services performed by the Central County Fire Department's Maintenance Division of the larger vehicle fleet for the next fiscal year.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

SECTION 1. The District Manager is authorized to execute a purchase order for the cost of fleet repair and maintenance with the Central County Fire Department for an amount not to exceed \$50,000 for FY 2015.

* * *

ADOPTED July 8, 2014, by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

Board Attorney



STAFF REPORT

Meeting Date: July 8, 2014

Agenda Item #8H

Agency: City of Belmont

Staff Contact: Rico Acquisti, Public Works – Fleet Management, 650-595-7466,
racquisti@belmont.gov

Agenda Title: Resolution Authorizing a Purchase Order for Unleaded Gasoline and Diesel Fuel from Valley Oil Company for an Amount not to Exceed \$25,000

Agenda Action: Resolution

Recommendation

Authorize a purchase order for the purchase of unleaded gasoline and diesel fuel from Valley Oil Company for an amount not to exceed \$25,000.

Background

Fleet Management routinely purchases fuel used by both the City of Belmont and the Belmont Fire Protection District. Fuel must be purchased regularly in order to maintain an adequate inventory for refueling vehicles and equipment. A bid request was sent out via email to four fuel vendors. Valley Oil Company was the lowest responsible bidder.

Analysis

Fleet Management is responsible for the fuel dispensing island located at the Corporation Yard. Because fuel is consumed every day, Fleet Management monitors the fuel inventory and places a fuel order before running low. Having an adequate fuel inventory at all times is essential to ensuring vehicles and equipment is available for routine assignments as well as responding to emergencies. Fuel is ordered in bulk which allows the City to receive discount pricing and eliminate delivery fees.

Alternatives

1. Take no action.
2. Refer back to staff for further information.

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: 573-0-000-1711/Fuel

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

RESOLUTION NO. 2014-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING A PURCHASE ORDER FOR UNLEADED GASOLINE AND DIESEL
FUEL FROM VALLEY OIL COMPANY FOR AN AMOUNT NOT TO EXCEED \$25,000**

WHEREAS, Fleet Management routinely purchases fuel used by both the City of Belmont and the Belmont Fire Protection District; and,

WHEREAS, fuel must be purchased regularly in order to maintain an adequate inventory for refueling vehicles and equipment; and,

WHEREAS, the funds for this operational expense is allocated in the FY 2015 budget, Account No. 573-0-000-1711/Fuel.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to issue a purchase order to Valley Oil Company for an amount not to exceed \$25,000.

* * *

ADOPTED July 8, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Meeting Date: July 8, 2014

Agenda Item #

STAFF REPORT

Agency: City of Belmont

Staff Contact: Bill Mitchell, I.T. Department, (650) 637-2970, bmittchell@belmont.gov

Agenda Title: Annual Software Maintenance – Questys

Agenda Action: Resolution of the City Council Authorizing the Issuance of a Purchase Order to Questys Solutions Procuring Annual Software Maintenance and Support for the Questys Agenda and Document Management Applications, for an Amount not to Exceed \$10,556

Recommendation

The City Manager is authorized to issue a purchase order to Questys Solutions for software maintenance and support of the Questys Agenda and Document Management applications for an amount not to exceed \$10,556.

Background

The City of Belmont has utilized the Questys Agenda and Document Management applications for more than a decade and has paid annual software maintenance and support annually.

This purchase provides continued maintenance, technical support, and delivery of all future software updates/upgrades for the Questys applications for the period July 1, 2014 thru June 30, 2015.

Analysis

Questys Solutions as owner and manufacturer, is the sole-source provider of software maintenance (annual renewal of software updates/upgrades).

Alternatives

1. Deny recommendation.
2. Refer back to staff for more information and/or alternative options.

Attachments

- A. Resolution
- B. Quote

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Account 573-1-301-8359

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☒ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

* Information Technology Plan.

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO QUESTYS SOLUTIONS PROCURING ANNUAL SOFTWARE MAINTENANCE AND SUPPORT FOR THE QUESTYS AGENDA AND DOCUMENT MANAGEMENT APPLICATIONS, FOR AN AMOUNT NOT TO EXCEED \$10,556

WHEREAS, the City Council had previously authorized the purchase of Questys Agenda and Document Management applications; and,

WHEREAS, Questys applications are used to support the City's agenda management; and,

WHEREAS, Questys Solutions is the sole-source provider of annual software maintenance and support for Questys applications.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to issue a purchase order to Questys Solutions for software maintenance and support of the Questys Agenda and Document Management applications for an amount not to exceed \$10,556.

* * *

ADOPTED July 8, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Company Address 2302 Martin, Ste. #475
Irvine, CA 92612
US

Created Date 4/7/2014
Quote Number 00000427

Prepared By Bernie Gordon
E-mail bgordon@questys.com

Bill To Name City of Belmont
Bill To City of Belmont
One Twin Pines Lane
Suite 365
Belmont, CA 94002
USA

Ship To Name City of Belmont
Ship To City of Belmont
One Twin Pines Lane
Suite 365
Belmont, CA 94002
USA

Product	Product Description	Line Item Description	Quantity	Sales Price	Total Price
MSIL	Silver Level Questys Annual Product Software Sales Maintenance & Upgrades - Refer to your Support Agreement for a full description of included benefits.		1.00	\$10,555.96	\$10,555.96
Description		Support Dates 07/01/2014 - 06/30 2015	1.00	\$0.00	\$0.00

Subtotal \$10,555.96
Total Price \$10,555.96
Grand Total \$10,555.96

Terms of sale: 50% downpayment upon acceptance of Quote, 50% Net 30 from date of invoice. The prices contained herein reflect an estimate of the software and services required for this implementation project. The final proposal will be provided following an agreed upon configuration and scope of work document.



Meeting Date: July 8, 2014

Agenda Item #

STAFF REPORT

Agency: City of Belmont

Staff Contact: Bill Mitchell, I.T. Department, (650) 637-2970, bmittchell@belmont.gov

Agenda Title: Purchase Network Backup Solution

Agenda Action: Resolution of the City Council Authorizing the Issuance of a Purchase Order to TRIVAD, Inc., Procuring a Network Backup and Recovery Solution Including Installation and Three Year Maintenance for an Amount not to Exceed \$30,828.

Recommendation

Authorize the City Manager to execute a purchase order to TRIVAD, Inc., for the procurement, installation, and maintenance of a network backup and recovery solution for an amount not to exceed \$30,828.

Background

Providing for an efficient and effective network backup system is a mission critical objective for Information Technology. The current disk-to-tape solution is in need of update due to data growth, technology enhancements and the City's direction of moving towards "cloud services" for disaster recovery. The proposed solution provides the foundation for this service.

Analysis

Information Technology reviewed multiple vendor backup solutions and narrowed our selection to products from Dell, Barracuda and Unitrends. Upon further review staff concluded that the solution provided by Unitrends best met the City's needs due to:

- Single source solution for physical, virtual and cloud environments
- Technical capabilities (e.g. hierarchical storage, deduplication and encryption)
- Ease of management
- Lowest total cost of ownership
- 98% customer satisfaction rating
- California local government references

Once Unitrends was selected, staff requested competitive quotes from three vendors. TRIVAD, Inc, had the lowest cost per data unit as well as providing local support for installation services.

Alternatives

1. Deny recommendation.
2. Refer back to staff for more information and/or alternative options.

Attachments

- A. Resolution
- B. Quote

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Account 573-1-302-9040

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☒ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

* Information Technology Plan.

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO TRIVAD, INC., PROCURING A NETWORK BACKUP AND RECOVERY SOLUTION INCLUDING INSTALLATION AND THREE YEAR MAINTENANCE FOR AN AMOUNT NOT TO EXCEED \$30,828

WHEREAS, the protection of data stored on computer networks is a mission critical responsibility of Information Technology; and,

WHEREAS, replacing the existing backup solution is required due to data growth and technical advancements; and,

WHEREAS, TRIVAD, Inc. quoted the lowest price per data unit and has local installation support.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to execute a purchase to TRIVAD, Inc., for the procurement, installation and maintenance of a network backup and recovery solution for an amount not to exceed \$30,828.

SECTION 2. * * *

ADOPTED July 8, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Proposal



1065 E. Hillsdale Blvd., 2nd Floor
Foster City, CA 94404
650.286.1086 Main 650.286.1686 Fax
www.TRIVAD.com

Quote ID:	140605-2965
Project Name:	
Opportunity Name	City of Belmont - Unitrends
Date:	6/20/2014
Sales Rep:	Caleb Kwong
Sales Rep Ph #:	1 (650) 286-1086 x1260
Terms:	Net 30
Valid Until:	7/20/2014
Shipping Method:	

Bill To

City of Belmont
Bill Mitchell
One Twin Pines Lane
Belmont, CA 94002
Phone: (650) 637-2970
Fax:

Ship To

City of Belmont
Bill Mitchell
One Twin Pines Lane
Belmont, CA 94002
Phone: (650) 637-2970
Fax:

Line	Part #	Description	Qty	List Price	Unit Price	Ext. Price
1	RC823-3	Recovery-823 Backup Appliance - 3 Years 24/7 Support and NextGen Upgrade - 2U <i>13TB Usable for Backup.</i> <i>At the 37 month you will get a FREE upgrade to the NextGen appliance with a faster CPU, more memory, and bigger hard drive.</i>	1		\$23,976.00	\$23,976.00
2	IRX250	Advanced Exchange search and item-level recovery for up to 250 mailboxes	1		\$1,680.00	\$1,680.00
3	ADA-2X10ETHSFP	2x10Gb SFP+ Ethernet Adapter	1		\$800.00	\$800.00
4	ADA-SAS	SCSI adapter supporting SAS for RC713, RC813, RC822, RC823, and RC833 <i>Optional - Adapter for LTO tape</i>	1		\$589.00	\$589.00
5	TV-PS	TRIVAD Professional Services Installation and Configuration <i>Optional - TRIVAD On-site install for 1 day</i>	1		\$1,500.00	\$1,500.00

Comments:

Taxable:	\$25,365.00
Non Taxable:	\$3,180.00
Tax:	\$2,282.85
Credit:	
S/H:	
Total:	\$30,827.85
Tax Rate:	9.000%

Proposal Acceptance

Customer signature authorizes TRIVAD to process the order in place of a purchase order. TRIVAD still requires an official purchase order be faxed, emailed, or mailed to TRIVAD within 10 days of processing the order via a signed quote. All products will be invoiced upon shipping confirmation.

Customer Signature: _____

Title: _____

Print Name: _____

Date: _____



STAFF REPORT

Meeting Date: July 8, 2014

Agenda Item #9A

Agency: City of Belmont

Staff Contact: Leticia Alvarez, Public Works Department, 650-595-7469, lalvarez@belmont.gov

Agenda Title: Public Hearing Under Proposition 218 to Consider Protests to Proposed Increases to Sewer Service Charges Effective Fiscal Years 2014/2015 and 2015/2016
(continued from adjourned June 24th City Council Meeting)

Agenda Action: Public Hearing

Recommendation

Hold a Public Hearing and,

- 1) If protest is not made by the owners of a majority of separate parcels of property, adopt the resolution that override any objections and adopt an ordinance increasing the City's sewer charges effective fiscal years 2014/2015 and 2014/2014.
- 2) If protest is made by the owners of a majority of separate parcels of property, the City should stop further proceedings of the rate proposal and direct staff to prepare an annual report of city sewer service charges based on current sewer service rates.

Background

The City's Sewer Rate Revenue is used to wholly fund operations; maintenance and debt service for the capital improvements associated with of the City of Belmont's sewer utility systems, and to fund City of Belmont's sewer treatment costs at the Wastewater Treatment Plant managed by the Silicon Valley Clean Water (SVCW), formerly known as the South Bayside System Authority (SBSA).

On April 22, 2014, the City Council received a Comprehensive Rate Analysis Report prepared by HDR Engineering, Inc. (HDR) that analyzed the revenue requirements for current year plus a five-year projected period. The report concluded that a rate adjustment was required to meet current debt service requirements, address deferred capital needs, and maintain prudent reserve fund levels. The report provided three (3) revenue alternatives for City Council consideration based on 10, 15, and 20 year deferred maintenance funding plan, and an alternative to not provide for any deferred maintenance funding.

The City Council reviewed and discussed the alternatives and provided staff direction to proceed with setting a Proposition 218 Public Hearing based on addressing deferred maintenance funding over a 15-year period.

On June 24, 2014, the Proposition 218 Public Hearing was continued to July 8, 2014 due to lack of a quorum.

In proposing the increased charges, the City has complied with each of the relevant requirements of Section 6 of Article XIID of the California Constitution (which was adopted by the voters in 1966 as part of Proposition 218). Consequently, the City mailed notice of the proposed change to each property owner of record as of the last equalized assessment roll.

Property owners have the right to submit written protest against the proposed change and may do so by mail or in person to the City Clerk not later than the conclusion of the Public Hearing. If written protests against the change are presented by the owners of a majority of the affected parcels, the City Council may not impose the change.

Analysis

The proposed sewer rate adjustments for FY 2014/2015 and FY 2015/2016 are as follows:

Proposed Sewer Rates (Annually)			
	Present Rates	Proposed Rates FY 2015	Proposed Rates FY 2016
COLLECTION			
<u>Residential</u>			
Base Charge	\$324.68	\$242.29	\$259.12
Flow Charge (S/HCF)	\$4.35	\$3.19	\$3.45
<u>Commercial</u>			
Base Charge	\$324.68	\$242.29	\$259.12
Flow Charge Low Strength (S/HCF)	\$4.35	\$3.19	\$3.45
Flow Charge High Strength (\$/HCF)	\$8.46	\$6.21	\$6.71
TREATMENT			
<u>Residential</u>			
Base Charge		\$108.36	\$118.06
Flow Charge (S/HCF)		\$1.55	\$1.71
<u>Commercial</u>			
Base Charge		\$108.36	\$118.06
Flow Charge Low Strength (S/HCF)		\$1.55	\$1.71
Flow Charge High Strength (\$/HCF)		\$3.02	\$3.32
COMBINED			
<u>Residential</u>			
Base Charge		\$350.65	\$377.18
Flow Charge (S/HCF)		\$4.75	\$5.16
<u>Commercial</u>			
Base Charge		\$350.65	\$377.18
Flow Charge Low Strength (S/HCF)		\$4.75	\$5.16
Flow Charge High Strength (\$/HCF)		\$9.23	\$10.03

The proposed rate adjustment will allow the City to meet the deferred capital needs over a 15-year period. In discussion with HDR, it was determined that the cost of treatment would be separated from the City's collection system rates. This was done as Proposition 218 allows for a pass-through of wholesale rate adjustments to the City's customers. As a result, the City's sewer rate will be comprised of two components, a collection system component and a treatment system component. The collection system component will be based on all the costs to operate the City's sewer system, except for the treatment costs. The treatment costs are based on the current treatment costs projections and can be adjusted as the City is notified of cost changes by the wholesale provider.

Alternatives

1. Refer to staff for additional input
2. Take no action
3. Deny or modify the approval

Attachments

- A. Resolution revising the City's sewer service charges
- B. Ordinance Increasing the City's sewer service charges

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☒ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING PROPOSED INCREASES TO SEWER SERVICE CHARGES EFFECTIVE FISCAL YEARS 2014/2015 AND 2015/2016

WHEREAS, the City Council has determined to increase sewer service charge; and,

WHEREAS, concurrent with the adoption of this resolution the City Council will consider introducing an ordinance increasing the sewer service charge by the same amount as set forth herein for purposes of collecting the charge on the assessment roll.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. LEGISLATIVE FINDINGS

The City Council finds follows:

- (a) The City has complied with each of the requirements of California Constitution Article XIID, Section 6, including the notice requirement set forth in Section 6(a)(l) for increasing the City's sewer service charges as set forth in this ordinance.
- (b) Revenues derived from the Sewer Service Charge will be used only for the purpose set forth in Belmont City Code Section 21-86.
- (c) The Sewer Service Charge is established at a rate that does not exceed the amount permissible under Article XIID for such a charge and is not a tax.
- (d) A majority protest, as defined by Section 6(b) of Article XIID of the California Constitution does not exist with respect to the increase of the sewer service charge.
- (e) The rates adopted herein fairly and equitably recover the cost of providing sewer service from all customer classes through fixed fees and a volume charge calculated based on the average monthly non-irrigation water consumption for the prior fiscal year for all customers.

SECTION 2. SEWER SERVICE CHARGE

The City has complied with each of the requirements of California Constitution Article XIID, Section 6, including the notice requirement set forth in Section 6(a)(l) for increasing the City's sewer service charges as set forth in this ordinance.

Revenues derived from the Sewer Service Charge will be used only for the purpose set forth in Belmont City Code Section 21-86.

The Sewer Service Charge is established at a rate that does not exceed the amount permissible under Article XIID for such a charge and is not a tax.

A majority protest, as defined by Section 6(b) of Article XIID of the California Constitution does not exist with respect to the increase of the sewer service charge.

The rates adopted herein fairly and equitably recover the cost of providing sewer service from all customer classes through fixed fees and a volume charge calculated based on the average monthly non-irrigation water consumption for the prior fiscal year for all customers.

SECTION 3. CEQA EXEMPTION

The City Council , under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment. The Council therefore directs that a Notice of Exemption be filed with the Alameda County Clerk in accordance with the CEQA guidelines.

SECTION 4. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this Resolution. The City Council of the City of Belmont hereby declares that it would have passed this Resolution and each section or subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

* * *

ADOPTED July 8, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF BELMONT, CALIFORNIA, INCREASING CERTAIN CITY SEWER SERVICE CHARGES

WHEREAS, the City Council has determined to increase sewer service charges; and,

WHEREAS, the City Council has determined that the increased sewer service charge should be considered for collection on the assessment roll as provided in Belmont City Code Section 21-70; and,

WHEREAS, Belmont City Code Section 21-93 require that the City Council adopt an ordinance in accordance with Health and Safety Code Section 5471 in order to collect the charge on the assessment roll.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. LEGISLATIVE FINDINGS.

The City Council finds follows:

- (a) The City has complied with each of the requirements of California Constitution Article XIID, Section 6, including the notice requirement set forth in Section 6(a)(1) for increasing the City's sewer service charges as set forth in this ordinance.
- (b) Revenues derived from the Sewer Service Charge will be used only for the purpose set forth in Belmont City Code Section 21-86.
- (c) The Sewer Service Charge is established at a rate that does not exceed the amount permissible under Article XIID for such a charge and is not a tax.
- (d) A majority protest, as defined by Section 6(b) of Article XIID of the California Constitution does not exist with respect to the increase of the sewer service charge.
- (e) The rates adopted herein fairly and equitably recover the cost of providing sewer service from all customer classes through fixed fees and a volume charge calculated based on the average monthly non-irrigation water consumption for the prior fiscal year for all customers.

SECTION 2. SEWER SERVICE CHARGE.

- (a) The City's schedule of charges for sewer service is amended as provided in this section. In accordance with Belmont City Code Section 21-93, the schedule of charges as amended herein shall remain in effect until amended or repealed by the City Council.
- (b) The annual sewer service charge for use of the City's sewer system by a parcel is the sum of the Base Charge and a Flow Charge calculated using the Flow Charge Factor as set forth in the rate table in subsection (c).

(c) The Base Charge and Flow Charge Factor for residential and commercial parcels is as shown in the following rate table.

Collection Charge	Rate effective July 1, 2014	Rate effective July 1, 2015
<u>Residential</u>		
Base Charge	\$242.29	\$259.12
Flow Charge Factor (\$/HCF)	\$3.19	\$3.45
<u>Commercial</u>		
Base Charge	\$242.29	\$259.12
Flow Charge Factor Low Strength (\$/HCF)	\$3.19	\$3.45
Flow Charge Factor High Strength (\$/HCF)	\$6.21	\$6.71

Treatment Charge	Rate effective July 1, 2014	Rate effective July 1, 2015
<u>Residential</u>		
Base Charge	\$108.36	\$118.06
Flow Charge Factor (\$/HCF)	\$1.55	\$1.71
<u>Commercial</u>		
Base Charge	\$108.36	\$118.06
Flow Charge Factor Low Strength (\$/HCF)	\$1.55	\$1.71
Flow Charge Factor High Strength (\$/HCF)	\$3.02	\$3.32

Note: 1 HCF (hundred cubic feet) = 748 gallons of water

(d) This ordinance does not amend or repeal sewer treatment facility and standby charges previously adopted.

(e) The City Manager shall update the Master Revenue Schedule to reflect the changes to the schedule of charges for sewer service made by this ordinance.

SECTION 3. CEQA EXEMPTION.

The City Council finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment. The Council therefore directs that a Notice of Exemption be filed with the Alameda County Clerk in accordance with the CEQA guidelines.

SECTION 4. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Belmont hereby declares that it would have passed this Ordinance and each section or subsection, sentence, clause and

phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 5. EFFECTIVE DATE.

This Ordinance shall take effect and will be enforced thirty (30) days after its adoption.

SECTION 6. PUBLICATION AND POSTING.

The City Clerk has caused to be published a summary of this ordinance, prepared by the City Attorney under section 36933(c) of the Government Code, once, in a newspaper of general circulation printed and published in San Mateo County and circulated in the City of Belmont, at least five days before the date of adoption. A certified copy of the full text of the ordinance was posted in the office of the City Clerk since at least five days before this date of adoption. Within 15 days after adoption of this ordinance, the City Clerk shall cause the summary of this ordinance to be published again with the names of those City Council members voting for and against the ordinance; and the City Clerk shall post in the office of the City Clerk a certified copy of the full text of this adopted ordinance with the names of those City Council members voting for and against the ordinance.

* * *

The foregoing ordinance was introduced before the City Council of the City of Belmont, County of San Mateo, State of California, at the regular meeting of the City Council, held on June 10, 2014, and finally adopted at a regular meeting of the City Council held on _____, 2014 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: July 8, 2014

Agenda Item #9B

Agency: City of Belmont

Staff Contact: Leticia Alvarez, Public Works Department, 650-595-7469, lalvarez@belmont.gov

Agenda Title: Public Hearing to Consider Protests to the Annual Report for Collection on the Tax Roll of Sewer Services Fees Charged to Parcels to Fund the Operation and Maintenance of the City's Sewer Collection System

Agenda Action: Public Hearing and Adopt Resolution

Recommendation

Hold a Public Hearing for each item listed and,

- 1) If protest is not made by the owners of a majority of separate parcels of property described in the report, adopt the resolutions that override any objections and approve the fiscal year 2014/2015 annual report of City sewer service charges.
- 2) If protest is made by the owners of a majority of separate parcels of property, the City should stop further proceedings and direct staff to collect the charges by an alternate means.

Background

In a companion item to this agenda the City Council will conduct a public hearing under Proposition 218 to consider protests to increases to the sewer service charges effective Fiscal Years 2014/2015 and 2015/2016.

A report of annual sewer service charges has been prepared based on the proposed sewer rates. If the increase in sewer rates is adopted by the City Council, the adoption of the annual report will allow the charges listed in the report to be collected by the San Mateo County Tax Collector on the assessment roll, as has been done in previous years.

Analysis

Belmont City Code (BCC) Sections 21-70 through 21-78 establish a protocol for the setting and collection of sewer charges, and provides for collection of the charges on the assessment roll in accordance with Health and Safety Code (HSC) Section 5473 et seq. These provisions require the City to prepare an annual report containing a description of each parcel of real property receiving the services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges previously adopted by the City. In accordance with these provisions, City staff has prepared this year's annual report of charges entitled "Sewer Charges FY 14/15", and published notice of the public hearing as required by HSC Section 5473.1.

Due to the size of reports, copies of the reports are on file at the City Clerk's Office, and are available on the City's website.

Alternatives

1. Refer to staff for additional input
2. Take No Action
3. Deny and direct staff to collect the charges by an alternative means.

Attachments

- A. Resolution approving the annual report of charges

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☒ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*Notice of the Public Hearing was published in the newspaper

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING THE FY 14/15 ANNUAL REPORT OF CITY SEWER SERVICE CHARGES

WHEREAS, Belmont City Code (BCC) Section 21-93 Health and Safety Code (HSC) Section 5471 permits the City Council to set the City's sewer charges; and,

WHEREAS, BCC Sections 21-70 through 21-78 establish a protocol for the collection of sewer charges on the property tax assessment roll in accordance with HSC Section 5473 et seq. which require the City to prepare an annual report containing a description of each parcel of real property receiving the services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges adopted by the City; and,

WHEREAS, in accordance with BCC Section 21-71 and HSC Section 5473, City staff prepared this year's annual report of charges for, entitled "Sewer Rates FY 14/15" ("Annual Report"), and published notice of the public hearing as required by HSC Section 5473.1; and,

WHEREAS, BCC Section 21-75 and HSC Section 5473.2 require that the City Council hold the public hearing, consider any objections or protests to the annual report, and if a majority protest is not made, BCC Section 21-77 and HSC Section 5473.3 provides that upon the conclusion of the hearing, the City Council may (for purposes of collection on the tax roll) adopt, revise, change, reduce, or modify any charge or overrule all objections and make a determination upon each charge as described in the report, which determination shall be final; and,

WHEREAS, if the report is adopted, BCC Section 21-78 and HSC Section 5473.4 require the City Clerk to forward the annual report to the County Assessor by August 10th of each year; and,

WHEREAS, if the majority of the owners of separate parcels of property protest the report, BCC Section 21-76 requires that the City Council not adopt the report, and the charges must be collected separately from the tax roll; and,

WHEREAS, a Public Hearing was held on July 8, 2014 and all objections or protests to the above reference report were heard.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Council finds that:

- (a) The Public Hearing on the Annual Report was duly noticed and held in accordance with the law; and,
- (b) Protest was not made by the owners of a majority of separate parcels of property described in the Annual Report.

SECTION 2. Any and all objections to the Annual Report are overruled.

SECTION 3. The Annual Report is adopted and the City Clerk is directed to file the report with the auditor for purposes of having the charges shown in the report collected on the property tax rolls.

* * *

ADOPTED July 8, 2104, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: July 8, 2014

Agenda Item #9C

Agency: City of Belmont

Staff Contact: Afshin Oskoui, Department of Public Works, (650) 595-7459,
aoskoui@belmont.gov

Agenda Title: Public Hearing to Consider Protests to the Annual Report for Collection on the Tax Roll of Sewer Service Fees Charged to Parcels to Fund the City's Share of the Silicon Valley Clean Water Sewer Treatment Plant Expansion

Agenda Action: Public Hearing and Adopt Resolution

Recommendation

Hold a Public Hearing for each item listed and,

- 1) If protest is not made by the owners of a majority of separate parcels of property described in the reports, adopt the resolutions that overrule any objections and adopt the reports.
- 2) If protest is make by the owners of a majority of separate parcels of property described in the report(s), do not adopt the reports but instead direct staff to collect the charges by other means.

Background

On April 14, 2009, the City Council held a public hearing, properly noticed as required by law, at which all persons interested, were given an opportunity to provide oral and written testimony with respect to the Sewer Treatment Facility Charge. The primary purpose of this charge is to fund the replacement or reconstruction of existing sewer treatment facilities that will be located on the same site as the facilities replaced, and operated by Silicon Valley Clean Water (SVCW).

Adoption of the annual reports will allow the charges listed in the report to be collected by the San Mateo County Tax Collector on the assessment roll, as has been done in previous years.

Analysis

Belmont City Code (BCC) Section 21-94 establishes a protocol for the setting and collection of sewer treatment facility charges, and provides for collection of the charges on the assessment roll in accordance with Health and Safety Code (HSC) Section 5473 et seq. These provisions require the City to prepare an annual report containing a description of each parcel of real property receiving the services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges previously adopted by the City. In accordance with these provisions, City staff have prepared this year's annual report of charges entitled "Sewer Treatment Facility Charges FY 14/15", and published notice of the public hearing as required by HSC Section 5473.1.

Due to the size of report, copies of the report are on file at the City Clerk's Office, and are available on the City's website. A summary table of the treatment facility charges per billing unit is provided in Attachment B.

Alternatives

1. Take no action. This would require that City identify alternative means of collecting the approved charges.
2. Continue the Public Hearing and refer back to staff for additional information.

Attachments

- A. Resolution Approving Sewer Treatment Facility Charges on Tax Roll
- B. Exhibit A – Sewer Treatment Facility Charge Schedule

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☒ Other*

* A notice of the Public Hearing was published in the newspaper.

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE ANNUAL REPORT FOR COLLECTION ON THE TAX ROLL OF SEWER SERVICE FEES CHARGED TO PARCELS TO FUND THE CITY'S SHARE OF THE SILICON VALLEY CLEAN WATER SEWER TREATMENT PLANT EXPANSION

WHEREAS, Belmont City Code (BCC) Section 21-94 Health and Safety Code (HSC) Section 5471 permits the City Council to set the City's sewer treatment facility charges; and,

WHEREAS, BCC Sections 21-70 through 21-78 establish a protocol for the collection of sewer charges on the property tax assessment roll in accordance with HSC Section 5473 et seq. which require the City to prepare an annual report containing a description of each parcel of real property receiving the services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges adopted by the City; and,

WHEREAS, in accordance with BCC Section 21-71 and HSC Section 5473, City staff prepared this year's annual report of charges for, entitled "Sewer Treatment Facility Charges FY 14/15" ("Annual Report"), and published notice of the public hearing as required by HSC Section 5473.1; and,

WHEREAS, BCC Section 21-75 and HSC Section 5473.2 require that the City Council hold the public hearing, consider any objections or protests to the annual report, and if a majority protest is not made, BCC Section 21-77 and HSC Section 5473.3 provides that upon the conclusion of the hearing, the City Council may (for purposes of collection on the tax roll) adopt, revise, change, reduce, or modify any charge or overrule all objections and make a determination upon each charge as described in the report, which determination shall be final; and,

WHEREAS, if the report is adopted, BCC Section 21-78 and HSC Section 5473.4 require the City Clerk to forward the annual report to the County Assessor by August 10th of each year; and,

WHEREAS, if the majority of the owners of separate parcels of property protest the report, BCC Section 21-76 requires that the City Council not adopt the report, and the charges must be collected separately from the tax roll; and,

WHEREAS, a Public Hearing was held on July 8, 2014 and all objections or protests to the above reference report were heard.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Council finds that:

- (a) The public hearing on the Annual Report was duly noticed and held in accordance with the law; and,

(b) Protest was not made by the owners of a majority of separate parcels of property described in the Annual Report.

SECTION 2. Any and all objections to the Annual Report are overruled.

SECTION 3. The Annual Report is adopted and the City Clerk is directed to file the report with the auditor for purposes of having the charges shown in the report collected on the property tax rolls.

* * *

ADOPTED July 8, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

ATTACHMENT B

EXHIBIT "A"

SCHEDULE OF SEWER TREATMENT FACILITY CHARGE

Figure1. Treatment Facility Charges Per Billing Unit

Customer Class	Billing Units	Annual Rate per Billing Unit	Customer Class	Billing Units	Annual Rate per Billing Unit
Residential			Commercial (continued)		
Single Family Home	Dwelling Unit	\$249.58	Light Manufacturing	1000 <i>tf</i>	\$95.02
Multi-Unit Residential	Dwelling Unit	\$174.92	Lumber Yard	1000 <i>tf</i>	\$50.66
Condominiums	Dwelling Unit	\$200.96	Warehousing	1000 <i>tf</i>	\$71.95
Mobile Home Parks	Spaces	\$224.47	Open Storage	1000 <i>tf</i>	\$471.17
Commercial			Drive-in Theatre	1000 <i>tf</i>	\$33.65
HoteVMotel/Rooming House	Rooms	\$143.24	Night Club	1000 <i>tf</i>	\$562.51
Store	1000 <i>tf</i>	\$137.53	Bowling/Skating	1000 <i>tf</i>	\$447.41
Supermarket	1000 ft ²	\$571.01	Club & Lodge Halls	1000 <i>tf</i>	\$50.96
Shopping Center	1000 <i>tf</i>	\$553.33	Auditorium, Amusement	1000 <i>tf</i>	\$562.51
Regional Mall	1000 <i>tf</i>	\$537.59	Golf Course and Park	1000 <i>tf</i>	\$360.94
Office Building	1000 ft ²	\$89.23	Campground, Marina, RV Park	Sites, Slips, or Spaces	\$106.97
Medical, Dental, Veterinary	1000 <i>tf</i>	\$276.30	Convalescent Home	Beds	\$152.24
Restaurant	1000 ft ²	\$1,435.29	Horse Stables	Stalls	\$64.69
Indoor Theatre	1000 <i>tf</i>	\$201.17	Laundromat	1000 <i>tf</i>	\$6,144.35
Car Wash			Mortuary, Funeral Home		
Tunnel - No Recycling	1000 <i>tf</i>	\$5,943.18	Health Spa, Gym with Showers	1000 <i>tf</i>	\$964.84
Tunnel - Recycling	1000 ft ²	\$4,376.43	Health Spa, Gym without Showers	1000 <i>tf</i>	\$299.01
Wand	1000 <i>tf</i>	\$1,125.02	Convention Center, Fairground,		
Bank, Credit Union	1000 <i>tf</i>	\$161.69	Racetrack, Sports Stadium/Arena	Avg. Daily Attendance	\$15.19
Service Shop, Vehicle Mainl. & Repair	1000 ft ²	\$172.25	Institutional		
Animal Kennels	1000 <i>tf</i>	\$161.69	College/University	Students	\$28.35
Gas Station	1000 ft ²	\$284.52	School	1000 <i>tf</i>	\$163.69
Auto Sales	1000 ft ²	\$97.27	Library, Museum	1000 <i>tf</i>	\$105.57
Wholesale Outlet	1000 ft ²	\$161.69	Post Office (Local)	1000 <i>tf</i>	\$161.69
Nursery/Greenhouse	1000 <i>tf</i>	\$41.24	Post Office (Regional)	1000 <i>tf</i>	\$64.69
Manufacturing	1000 <i>tf</i>	\$517.00	Church	1000 <i>tf</i>	\$65.59



STAFF REPORT

Meeting Date July 8, 2014

Agenda Item #9D

Agency: City of Belmont

Staff Contact: Leticia Alvarez, Public Works Department, (650) 595-7469

Agenda Title: Public Hearing to Consider Protests to the Annual Report for Collection on the Tax Roll of Storm Drainage Fees Charged to Parcels to Fund the City of Belmont Fiscal Year 2014/2015 National Pollutant Discharge Elimination System (NPDES) Storm Water Compliance Program

Agenda Action: Public Hearing and Adopt Resolutions

Recommendation

The City Council to hold a Public Hearing and,

- 1) If protest is not made by the owners of a majority of separate parcels of property described in each report, adopt the resolution that overrule any objections and adopt the report.
- 2) If protest is made by the owners of a majority of separate parcels of property described in the report, do not adopt the report but instead direct staff to identify and collect the charges by other means for each related fee.

Background

In 1999, the California Regional Water Quality Control Board (RWQCB) issued the City of Belmont and other San Mateo County municipalities their first five-year NPDES storm water discharge permit incorporating a storm water pollution prevention workplan. The workplan includes both program and performance standards. The City and County Association of Governments (C/CAG) formed the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) to conduct the program requirements for the member agencies. The individual cities are responsible for conducting the performance standard activities.

Each year, the City must prepare and consider an annual report for collection of fees for its storm drainage charges to fund the City's National Pollutant Discharge Elimination System (NPDES) program. This annual City NPDES fee funds storm water operations and NPDES compliance activities including:

1. Revision to City ordinances to ensure consistency with new NPDES requirements
2. Education and enforcement of storm water requirements for new development
3. Monthly inspection and reporting of construction sites during the rainy season
4. Implementation of Enforcement Response Plan for storm water compliance
5. Inspection of Industrial and Commercial Businesses
6. Development and Implementation of the City's Long Term Trash Load Reduction Plan
7. Creek clean-up activities
8. Tracking, responding, and reporting of spill and discharge complaints

9. Development and implementation of best practices for maintenance operations
10. Inventory and inspection of storm pump stations
11. Development, implementation and a site specific Storm Water Pollution Prevention Program for the Corporation Yard

The fee also funds staff participation in the San Mateo County Water Pollution Prevention Program (SMCWPPP) technical advisory committee and seven subcommittees (New Development, Commercial and Industrial Illicit Discharge, Public Information and Participation, Municipal Government Maintenance, Integrated Pest Management, Trash Advisory and Watershed Assessment) as required by the permit.

Analysis

Adoption of the annual report will allow the charges in the report to be collected by the San Mateo County Tax Collector on the assessment roll, as directed by Belmont City Code (BCC) Section 21-196. There are no changes in the charges to be collected. The existing fees have been in place since 1998 and no changes to the fees are being proposed. Staff recommends that the City Council hold the public hearing, overrule any objections to the report, and adopt the report unless protest is made by the owners of a majority of separate parcels of property described in the report.

Due to the size of report copies of the report are on file at the City Clerk's Office, and are available on the City's website.

Alternatives

1. Deny approval. This would require that City identify alternative means of collecting the approved charges.
2. Continue the Public Hearing and refer back to staff for additional information.

Attachments

- A. Resolution adopting FY 14/15 Annual Report for City NPDES charges

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☒ Other*

*A notice of the Public Hearing was published in the newspaper

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING THE ANNUAL REPORT FOR COLLECTION ON THE TAX ROLL OF STORM DRAINAGE FEES CHARGED TO PARCELS TO FUND THE CITY OF BELMONT FISCAL YEAR 2014/2015 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER COMPLIANCE PROGRAM

WHEREAS, in October 2009, the California Regional Water Quality Board issued a five-year National Pollutant Discharge Elimination System (NPDES) storm water discharge permit to the City of Belmont; and,

WHEREAS, the permit requires the City of Belmont to comply with storm water pollution prevention performance standards for municipal maintenance, commercial inspection and public education as described in the San Mateo Countywide Water Pollution Prevention Program; and,

WHEREAS, Belmont City Code (BCC) Sections 21-191 through 21-202 establish a protocol for the setting and collection of charges related to the City's storm sewer program that complies with Proposition 218 and provide for collection of the charges on the property tax assessment roll in accordance with Health and Safety Code (HSC) Section 5473 et seq.; and,

WHEREAS, these provision require the City to prepare an annual report containing a description of each parcel of real property receiving the services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges previously adopted by the City; and,

WHEREAS, City staff have prepared this year's Annual Report of charges for the City's National Pollutant Discharge Elimination System (NPDES) Program, entitled "Non-Point Source Storm Drainage Fees, FY 14/15", and published notice of the public hearing as required by BCC Section 21-298 and HCS Section 5473.1; and,

WHEREAS, BCC Section 21-198 and HSC Section 5473.2 require that the City Council hold a public hearing, consider objections or protests to the Annual Report; and,

WHEREAS, if a majority protest is not made HSC Section 5473.3 provides that upon the conclusion of the hearing, the City Council may (for purposes of collection on the tax roll) adopt, revise, change, reduce, or modify any charge or overrule all objections and make a determination upon each charge as described in the report, which determination shall be final; and,

WHEREAS, once adopted, BCC Section 21-199 and HSC Section 5473.4 require the City Clerk to forward the annual report to the County Assessor by August 10th of each year; and,

WHEREAS, if there is a protest by owners of a majority of separate parcels of property, the City Council may not adopt the report and the charges must be collected separately from the tax roll; and,

WHEREAS, the fee schedule by parcel category as set forth in said report is summarized as follows:

Single Family	\$30.00 plus \$30 for each acre over one
Condominium	\$30.00 per unit
Duplex and Multi-Family	\$30.00 times 2/3 number of units
Commercial	\$30.00 times 20 times number of acres
Institutional	\$30.00 times number of acres
Undeveloped	\$30.00 times number of acres
Additional Transaction Fee	\$1.35 per parcel

WHEREAS, the total fee to be collected from parcels and real property on behalf of the City of Belmont for storm water pollution prevention activities is estimated to be approximately \$415,282; and,

WHEREAS, a public hearing was held on July 8,2014 and all objections or protests to the above reference report were heard.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Council finds that:

(a) The Public Hearing on the Annual Report was duly noticed and held in accordance with the law; and,

(b) Protest was not made by the owners of a majority of separate parcels of property described in the Annual Report.

SECTION 2. Any and all objections to the Annual Report are overruled.

SECTION 3. The City Council adopts the Annual Report and directs the City Clerk to file the report with the auditor for purposes of having the charges shown in the report collected on the property tax rolls.

* * *

ADOPTED July 8, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date July 8, 2014

Agenda Item #9E

Agency: City of Belmont

Staff Contact: Leticia Alvarez, Public Works Department, (650) 595-7469

Agenda Title: Public Hearing to Consider Requesting that the San Mateo County Board of Supervisors, Acting as the Governing Board of the San Mateo County Flood Control District, Continue to Impose on All Parcels within the Territorial Limits of the City of Belmont the Basic and Additional Charges Necessary to Fund the City's Share of the Countywide NPDES General Program, and to Collect the Charges on the Property Tax Assessment Roll

Agenda Action: Public Hearing and Adopt Resolution

Recommendation

The City Council to hold a Public Hearing and,

- 1) If protest is not made by the owners of a majority of separate parcels of property described in the report, adopt the resolution that overrule any objections and adopt the report.
- 2) If protest is made by the owners of a majority of separate parcels of property described in the report do not adopt the report but instead direct staff to identify and collect the charges by other means.

Background

Each year, the City must prepare and consider annual reports for collection of fees for its storm drainage charges and to authorize the San Mateo County Flood Control District to impose and collect fees to fund Belmont's share of the San Mateo Countywide Water Pollution Prevention Program (SMCWPP), computed in conformity with the charges previously adopted by the City.

In 1999, the California Regional Water Quality Control Board (RWQCB) issued the City of Belmont and other San Mateo County municipalities their first five-year NPDES storm water discharge permit incorporating a storm water pollution prevention workplan. The workplan includes both program and performance standards. The City and County Association of Governments (C/CAG) formed the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) to conduct the program requirements for the member agencies.

The San Mateo County Flood Control District fee has two parts: basic and additional. The basic fee has not been adjusted since passage of Proposition 218 and is considered reasonably protected from challenge. SMCWPPP added the additional fee in FY02 in response to pressure from the RWQCB to increase program support for new development requirements, watershed monitoring, and staff training. On behalf of SMCWPPP, the County of San Mateo followed the Proposition 218 process for assessing new fees at that time, including notifying all residents by post card and holding a public hearing. This additional fee is adjusted annually by the CPI (1.0245% for FY 14/ 15).

Authorizing the San Mateo County Flood Control District to impose and collect fees to fund Belmont's share of SMCWPPP will allow the charges listed in the report to be collected by the San Mateo County Tax Collector on the assessment roll, as has been done in previous years.

Analysis

The San Mateo County Flood Control District Act, as amended by the State Legislature in 1992 authorized the San Mateo County Flood Control District to impose charges to fund storm drainage programs such as the SMCWPPP through a parcel fee. In fiscal year 2002, on behalf of SMCWPPP, the County of San Mateo followed the Proposition 218 process for assessing these fees at that time including notifying all residents by post card and holding a public hearing. The City had elected to have the County Flood Control District assess the associated NPDES obligation on property owners and collect it on the tax roll for direct submission to City/County Association of Governments, as it has done in previous years. Alternatively, the City would need to find another source of funds to meet its FY14/15 financial obligation, if these fees are not collected on the tax roll.

In the past, C/CAG recommended that City Councils adopt resolutions authorizing the County Supervisors to collect the fee annually until such time that a Council rescinds its approval. This action is intended to save the Cities the time and expense of adopting a new resolution every year for what is anticipated to be an ongoing regulatory requirement. Staff did not include this "indefinite period" authorization in the attached resolution because it has been the City's practice to approve these fees each year. If so directed, staff will bring a revised resolution back to the City Council if Council wants to give the County Supervisors continuing authority to assess the annual fees, until such time that the City Council decides to revoke such authority.

Due to the size of report, copies of the report are on file at the City Clerk's Office, and are available on the City's website.

Alternatives

1. Deny approval for one or more items. This would require that City identify alternative means of collecting the approved charges.
2. Continue the Public Hearing and refer back to staff for additional information.
3. Direct staff to prepare a revised resolution to give the County Supervisors continuing authority to assess the annual fee, until such time that the City Council decides to revoke such authority.

Attachments

- A. Resolution Adopting FY 14/15 Basic and Additional Charges on Tax Roll

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☒ Other*

*A notice of the Public Hearing was published in the newspaper

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT REQUESTING THAT THE SAN MATEO COUNTY BOARD OF SUPERVISORS, ACTING AS THE GOVERNING BOARD OF THE SAN MATEO COUNTY FLOOD CONTROL DISTRICT, CONTINUE TO IMPOSE ON ALL PARCELS WITHIN THE TERRITORIAL LIMITS OF THE CITY OF BELMONT THE BASIC AND ADDITIONAL CHARGES NECESSARY TO FUND THE CITY'S SHARE OF THE COUNTYWIDE NPDES GENERAL PROGRAM, AND TO COLLECT THE CHARGES ON THE PROPERTY TAX ASSESSMENT ROLL

WHEREAS, in October 2009, the California Regional Water Quality Board issued a five-year National Pollutant Discharge Elimination System (NPDES) storm water discharge permit to the City of Belmont; and,

WHEREAS, the permit requires the City of Belmont to implement the San Mateo Countywide Storm water Management Plan; and,

WHEREAS, the San Mateo County Flood Control District Act, as amended by the State Legislature in 1992 (Assembly Bill 2635), authorized the San Mateo County Flood Control District to impose charges to fund storm drainage programs such as the NPDES County-wide General Program; and,

WHEREAS, the Basic Annual Charges and Additional Annual Charges necessary to fund the City of Belmont's share of the San Mateo Countywide Water Pollution Prevention Program Budget for fiscal year 2014/2015 are as follows:

Basic Annual Charges:

Single Family Residence: \$3.44/APN

Miscellaneous, Agriculture, Vacant and Condominium: \$1.72/APN

All Other Land Uses: \$3.44/APN for the first 11,000 square feet plus \$ 0.32 per 1,000 square feet additional square feet of parcel area.

Additional Annual Charge (Adjusted Annually by CPI):

Single Family Resident: \$3.23 /APN

Miscellaneous, Agriculture, Vacant and Condominium: \$1.61 /APN

All Other Land Uses: \$ 3.23/APN for the first 11,000 square feet plus \$0.29 per 1,000 additional square feet of parcel area

WHEREAS, the City of Belmont held a public hearing on July 8, 2014 to consider the proposal to fund the Countywide NPDES General Program through the San Mateo County Flood Control District.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Any and all objections to the Annual Report are overruled.

SECTION 2. The City of Belmont City Council respectfully requests the San Mateo County Board of Supervisors, acting as the governing board of the San Mateo County Flood Control District, to impose on all properties within the territorial limits of the City of Belmont those basic and additional charges stated above necessary to fund the Countywide NPDES General Program, and to collect the charges on the property tax assessment roll.

SECTION 3. The City Clerk is directed to forward a copy of this Resolution to the Clerk of the San Mateo County Board of Supervisors, the San Mateo County Flood Control District, the San Mateo County Engineer, and to the NPDES Coordinator of C/CAG.

* * *

ADOPTED July 8, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney